


Corporate & Continuing Education Center

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Excellence

FALL 2014



Jump start your career with a Bachelor of Arts in Management degree

Our professional certificates apply
towards earning your degree

See page 17 for details.

Visit www.cascadia.edu/ccec for more details.



www.cascadia.edu/ccec

OUR MISSION

We develop and deliver training programs that enrich lives and promote individual, corporate, and community prosperity.

- Professional Development
- Customized Training
- Small Business Acceleration
- Personal Interest



CUSTOMIZED EMPLOYEE TRAINING



Convenience - Our site or yours
Flexibility - Scheduled for your needs
Relevance - Customized for your goals

www.EverettCC.edu/CCEC/CorporateTraining

Contact Corporate & Continuing Education Center

Corporate & Continuing Education Center office is located at:
 2333 Seaway Boulevard, Everett, WA 98203.

Office Hours:

7am-7pm, Monday-Thursday | 7am-5pm, Friday | 8am-12pm, Saturday

Customer Service and Registration

learn@everettcc.edu
 425.267.0150

Customized Training

trainingsolutions@everettcc.edu
 425.267.0162

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COURSE INDEX

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Did You Know?

Cascadia Community College and EvCC's Corporate & Continuing Education Center have partnered together to offer courses and certificates to individuals who live and work in the cities of Bothell, Mill Creek, Woodinville, Kirkland, Redmond and surrounding areas.

We have over 70 courses offered at Cascadia Community College located in Bothell this fall.

Individual courses and certificates are offered in the following topics:

- Aerospace & Manufacturing
- Business & Professional Development
- Computer & Information Technology
- Personal Interest

Bothell courses are listed throughout the schedule with a gray box. Below is an example of what a course looks like with two separate locations.

WordPress (1.2 CEUs)

Learn to establish a web presence quickly and easily using WordPress. There are no software or hosting requirements to get started. Just sign up for an account, personalize your profile, and start posting content right away. Learn to add images and videos, formatting, creating custom themes, and attracting readers with social sharing, and more. Fee: \$315

ITEM #0000-0401	J. AGUILERA	Bothell, CC-091
3 Tuesdays	Jul. 15 - Jul. 29	5:30 - 9:30PM
ITEM #0010-0401	J. AGUILERA	CEEC - Everett, 125
2 Saturdays	Aug. 9 - Aug. 16	9:00AM - 4:00PM

This course is held at Cascadia Community College in Bothell.

This course is held at Everett Community College's Corporate & Continuing Education Center in South Everett.

It's easy to sign up for any course offered in Bothell or at Everett Community College

Online: www.EverettCC.edu/CCEC **Phone:** 425.267.0150 **In Person:** 2333 Seaway Blvd., Everett, WA 98203

There are no added costs for parking in either location!

www.EverettCC.edu/CCEC

Every effort is made to ensure that the information and fees in this publication are accurate. However, changes and corrections do occur. Therefore, the provisions of this publication are not to be construed as a contract between the student and Everett Community College Corporate and Continuing Education Center. The College reserves the right to change any provision, fee, rule, requirement, policy, deadline, or procedure whenever necessary. Changes may apply not only to prospective students, but also to those currently enrolled. Advance notification will be given to students whenever possible.

CORPORATE AND CONTINUING EDUCATION CENTER Schedule (USPS 024-884; Vol. 7, No. 1) is published quarterly by Everett Community College, 2000 Tower Street, Everett, Washington 98201-1390. Periodicals postage is paid at Everett, WA. Postmaster: Send address changes to Corporate & Continuing Education Center c/o Everett Community College, 2000 Tower Street, Everett, Washington 98201-1390.

Certificates & Certifications



Certificate Programs

- Electronics & Troubleshooting, page 6
- High Performance Management, page 11
- Human Resources Management, page 9
- Lean Six Sigma Green Belt, page 12
- Project Management, page 14
- SQL Server Developer, page 20

Certifications

- Certified IPC Specialist (Soldering), page 5
- CPR for the Healthcare Provider, page 23
- Flagging & Traffic Control, page 23
- Personal Trainer, page 23

Attend a FREE information session

Contact our customer service team at learn@everettcc.edu or by calling (425) 267-0150 to register.

C#/ASP.NET Programmingpage 21

- Wednesday, August 20, 6:30 - 7:30PM, Bothell

High Performance Management Certificatepage 11

- Tuesday, August 26, 6:00 - 7:30PM, Bothell
- Wednesday, September 3, 6:00 - 7:30PM, Everett
- Monday, December 1, 6:00 - 7:30PM, Everett
- Tuesday, December 16, 6:00 - 7:30PM, Bothell

Lean Six Sigma Green Belt Certificatepage 12

- Wednesday, September 3, 6:00 - 7:30PM, Everett
- Thursday, September 4, 6:00 - 7:30PM, Bothell
- Monday, December 15, 6:00 - 7:30PM, Bothell
- Wednesday, December 17, 6:00 - 7:30PM, Everett

Small Business Acceleratorpage 22

- Monday, August 25, 6:00 - 7:00PM, Everett
- Thursday, September 4, 6:00 - 7:00PM, Bothell
- Monday, September 8, 4:30 - 5:30PM, Everett

Electronics & Troubleshootingpage 6

- Thursday, October 9, 2:00 - 3:00PM, Everett

Human Resources Management Certificatepage 9

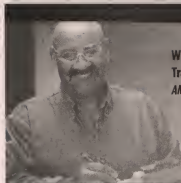
- Wednesday, August 27, 6:00 - 7:30PM, Everett
- Thursday, September 4, 6:00 - 7:30PM, Bothell
- Tuesday, December 2, 6:00 - 7:30PM, Bothell
- Wednesday, December 10, 6:00 - 7:30PM, Everett

Project Management Certificatepage 14

- Monday, August 25, 6:00 - 7:30PM, Everett
- Tuesday, September 9, 6:00 - 7:30PM, Bothell
- Wednesday, December 3, 6:00 - 7:30PM, Everett
- Tuesday, December 9, 6:00 - 7:30PM, Bothell

SQL Server Developer Certificatepage 20

- Wednesday, August 20, 4:30 - 5:30PM, Everett



AMTEC

What is Advanced Manufacturing Training & Education Center (AMTEC)?

AMTEC will train individuals for careers in advanced manufacturing.

What does AMTEC offer?

AMTEC offers short, stackable certifications and certificates aligned with industry standards that build to a college degree.

Find out more about AMTEC and the upcoming grand opening event at Everettcc.edu/AMTEC

Aviation Ground School

Aviation Ground School – Private Pilot (6.0 CEUs)

Concepts and practical applications to prepare student for beginning private pilot flight lessons or review. Course covers aerodynamics, weather, navigation, airport/airspace operations, communications and Federal Air Regulations. Certificate provided to take FAA written exam upon successful completion. Fee includes course book, text book, FAR's, AIM, Private Pilot test guide book, plotter, mechanical flight computer and chart. May qualify for Boeing Learning Together program. Fee: \$465

ITEM 9392-B452	O. NAIMI	CCEC - Everett, 239
20 Sessions Tu/Th	Sep. 16 - Nov. 25	10:00AM - 1:00PM
ITEM 9390-B452	O. NAIMI	CCEC - Everett, 239
20 Sessions Tu/Th	Sep. 16 - Nov. 25	5:00 - 8:00PM

Aviation Ground School – Instrument Rating (4.0 CEUs)

Concepts and practical applications to prepare the student with private pilot experience to continue flight training into instrument meteorological conditions. Course covers operation, use and limitations of aircraft instrument indicating and navigation systems, air traffic control coordination, rules and regulations concerning IFR (Instrument Flight Rules) flight and more. Certificate provided to take FAA Instrument written exam upon successful completion of course. Fee includes a Jeppesen textbook, the complete FAA test question bank with a preparation kit, and a copy of the FAR/AIM. Fee: \$465

ITEM 9393-B452	R. NEWMAN	Chinook Flight Simulations, Suite A
20 Sessions Tu/Th	Sep. 16 - Nov. 25	5:30 - 7:30PM

Soldering & Inspection Certifications

Lead Free Hands On Soldering Training and Assembly (1.6 CEUs)

This course is designed to provide basic knowledge needed for entry-level opportunities in the electronics manufacturing industry including new hire training. Topics include an introduction to basic electronic assembly including mechanical assembly, safety & ESD, component identification, common industry terms and definitions and basic hand soldering skills development. Course is 40 % lecture and 60 % hands-on exercises. Certificate granted upon successful completion of all modules. Each module includes comprehensive testing and grading of workmanship skills. A soldering kit will be completed in class. Fee: \$330

ITEM 9129-B452	K. KUHN	CCEC - Everett, 240
4 Sessions M/Tu/W/Th	Sep. 15 - Sep. 18	3:00 - 7:00PM

IPC J-STD-001 Certification (3.2 CEUs)

Certification in this industry-developed and approved hands-on training and certification program helps enhance employee skills and performance in high tech, aerospace and medical electronics manufacturing. The Certified IPC Specialist (CIS) program provides individuals with a portable credential that recognizes their soldering skills and understanding of this internationally recognized standard. Certification is valid for two years. Course fee covers: classroom and laboratory training, a written exam, skills evaluation, a copy of the standard and registered certification with IPC. Previous Soldering Experience or Certification class required. Fee: \$725

ITEM 9151-B452	K. KUHN	CCEC - Everett, 240
8 Sessions M/Tu/W/Th	Sep. 22 - Oct. 2	3:00 - 7:00PM

IPC-A-610E CIS Certification (2.4 CEUs)

This internationally-recognized certification to inspect completed printed circuit board assemblies is officially recognized by the Department of Defense and is often used as a prerequisite when hiring for positions in electronics manufacturing. Learn to determine what is an acceptable or defect condition on a printed circuit board. Additional topics include: tin lead and lead-free assembly processes, Plated Through Hole (PTH) and Surface Mount (SMT) Assemblies, and class 1, 2 & 3 levels of manufacturing. IPC Certification granted upon successful completion of the training. Certification valid for two years. One copy of an IPC-A-610E Manual included. Fee: \$545

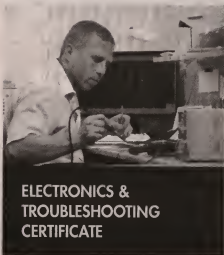
ITEM 9147-B452	K. KUHN	CCEC - Everett, 240
6 Sessions M/Tu/W	Oct. 6 - Oct. 15	3:00 - 7:00PM

Wire and Cable Harness Assembly with IPC/WHMA-A-620 Certification (4.0 CEUs)

This combined course will develop or enhance skills needed in the field of Mechanical Assembly and Cable Harness manufacturing. Course topics include cable and connector identification, crimping, interconnect requirements, splicing, wire preparation and tinning, cable dressing and retention, routing requirements, marking, identification, and cable testing. The IPC/WHMA-A-620 certificate, which has become the most important process, materials and inspection standard for the cable and wire harness industry. Developed with support of the Wire Harness Manufacturer's Association, this standard has earned an international reputation as the source for end-product acceptance and includes lead free for terminal soldering criteria. The CIS program provides individuals with a portable credential that represents their understanding of IPC/WHMA-A-620, and offers recognition, legitimacy and value throughout the electronics industry. This training focuses on what line workers, operators, inspectors and buyers need to know to inspect or make acceptance/rejection decisions for wire harness and cable assemblies. Fee: \$895

ITEM: 9150-B452	K. KUHN	CCEC - Everett, 240
5 Sessions Th/F	Dec. 4 - Dec. 18	8:00 - 5:00PM

Washington Association of Building Officials (WABO) Training is available to welding program students and to the general public every Friday by appointment. You must schedule an appointment by calling 425-388-9096.



ELECTRONICS & TROUBLESHOOTING CERTIFICATE

Short-term training for high demand jobs.

- Professional Development
- Industry Certification
- Flexible schedules to meet your needs

Electronics & Troubleshooting Certificate

Certificate requires completion of 170 course hours:

REQUIRED COURSES (146 hours)	HOURS
Basic Electronics & Troubleshooting	72
Intermediate Electronics & Troubleshooting	40
Lead Free Hands on Soldering Training & Assembly	16
Network Fundamentals	18

ELECTIVE COURSES (24 hours)

For currently offered elective courses view our website

Students can work towards entire certificate or take classes individually.

ATTEND A FREE INFORMATION SESSION

Thursday, October 9, 2:00 - 3:00PM, CCEC-Everett

For more information, go to
www.everettcc.edu/aerospace

Questions about the program?
Contact Customer Service at (425) 267-0150
or learn@everettcc.edu

Electronics & Troubleshooting Certificate

Basic Electronics and Troubleshooting (7.2 CEUs)

In this intensive hands-on training students will develop the skills and knowledge needed for troubleshooting electronic systems. Emphasis will be on component and circuit operations as well as analysis and documentation. The course is divided into two modules. The first provides a fundamental knowledge of electronic components, circuits and testing. The second covers the techniques for analyzing and repairing failures in electronic equipment and systems. Topics include safety, signal tracing and troubleshooting methodology. Fee: \$1375

ITEM 9153-B452

R. KUHN

CCEC - Everett, 240

18 Sessions M/Tu/W/Th Oct. 21 - Nov. 20

No class November 11.

3:00 - 7:00PM

Intermediate Electronics and Troubleshooting (4.0 CEUs)

This intensive hands-on training is designed to build on the skills learned in the Basic Electronics and Troubleshooting class. Emphasis will be on understanding and broadening the use of equipment (DMM, function generators, bench top power supplies, oscilloscopes) to troubleshoot, test and align circuits and equipment. Topics include: analysis and troubleshooting techniques for AC and DC power conversion and electro-mechanical interface circuits and electronic sensors. Prerequisite: successful completion of Basic Electronics and Troubleshooting or similar experience. Fee: \$1200

ITEM 9124-B452

R. KUHN

CCEC - Everett, 240

8 Sessions M/Tu/W

Dec. 1 - Dec. 16

2:30 - 7:30PM

Network Fundamentals (1.8 CEUs)

This course is designed to help you perform a complete network installation as well as understand common troubleshooting and maintenance techniques. Learn the necessary information for networking technologies, installation and common network problem areas. Topics also include media access control methods, topologies, cabling, ethernet, Token Ring, ARCnet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models. Prerequisite: fundamental understanding of computer concepts and basic Windows skills. Textbook included (\$35 value). Fee: \$450

ITEM 8836-B452

N. DEVOGEL

CCEC - Everett, 110

3 Sessions Th/F/Sa

Nov. 20 - Nov. 22

9:00AM - 3:45PM

Pre-Engineering

Fundamentals of Engineering Mathematics (1.2 CEUs)



This course will review the basic mathematical and problem-solving skills necessary for successful completion of an upper-division Engineering program. Topics in algebra, trigonometry, linear algebra and calculus will be presented in the context of Engineering problem-solving. This course is ideal for students who want to enter the engineering program needing to update or review their math skills. There are no formal prerequisites for this training. This course is a review only, you should have had courses in algebra, trigonometry, precalculus, and calculus previously. Fee: \$350

ITEM 9157-B452

T. HANSEN

CCEC - Bothell, CCI-43

6 Sessions Tu/Th

Sep. 2 - Sep. 18

6:00PM - 8:00PM

OSHA

OSHA 10 (1.0 CEUs) / OSHA 30 (3.0 CEUs)



The OSHA Outreach Training Program provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. This is a voluntary program and does not meet training requirements for any OSHA standards. Through this program, workers can attend 10-hour or 30-hour classes delivered by OSHA-authorized trainers. The 10-hour class is intended for entry level workers, while the 30-hour class is more appropriate for workers with some safety responsibility. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

OSHA 10 Course

Fee: \$415

ITEM 9121-B452

R. WHITE

CCEC - Everett, 239

3 Sessions M/Tu

Sep. 8 - Sep. 9

9:00AM - 2:00PM

OSHA 30 Course

Fee: \$945

ITEM 9122-B452

R. WHITE

CCEC - Everett, 239

4 Sessions M/Tu/W/Th

Sep. 8 - Sep. 11

9:00AM - 5:00PM

CATIA v5

CATIA v5 Boot Camp (2.5 CEUs)

Obtain the fundamentals of CATIA v5 in four days in the "hybrid" training method that combines instructor-led sessions with web-based training. You will meet over two weekends in classroom with an instructor. Supplement your in class sessions with access to the online simulation software. Boot Camp includes the first five classes recommended for those new to CATIA:

- Intro to CATIA V5
- Assembly Design Fundamentals
- Sketcher and Auto-Constraints
- Part Design Fundamental
- Part and Product Integrations

Students enrolled in the Boot Camp will receive two years of access to the online simulation. Fee: \$2945

ITEM 8915-B452	K. RILLOS	CEEC - Everett, 109
4 Sessions Su/Sa	Oct. 11 - Oct. 19	8:00AM - 2:30PM
ITEM 8916-B452	K. RILLOS	CEEC - Everett, 239
4 Sessions Su/Sa	Nov. 8 - Nov. 16	8:00AM - 2:30PM

CATIA v5 Online "Package" (4.0 CEUs)

Study CATIA online at your own pace in the comfort of your home or work setting. The curriculum is web-based and includes video demonstrations and interactive lab exercises using the CATIA simulation program. You can enroll and start a class at any time. You have 90 days to complete the five course package and 21 days to complete an individual course. If you are new to CATIA you may wish to enroll in this "Online Package" which includes the first five classes, for a saving of \$200! Fee: \$1875

ITEM 8923-B452	K. RILLOS	Online
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CATIA v5 Introduction To Catia (.8 CEUs)

This course familiarizes the student with the organization of CATIA v5. The student will learn how to search for information in the CATIA v5 environment using the On-Line Documentation. The student will learn to use the tools needed to examine, graphically manipulate and annotate objects for analysis. Solid model and assembly (parts and products) functions such as Tools+Customize, Edit+Links, Scan, and Renamed Views will be used frequently. After this course, students will have a solid foundation for later courses and exercises. Fee: \$415

ITEM 8930-B452	K. RILLOS	Online
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WANT A BETTER JOB? Gain Skills You Can Put Straight to Work

**Why Precision Machining?**

- 90% of EvCC precision machining operator graduates are hired within 30 days
- Earn a certificate in as little as 6 months
- Employment of machinists is projected to grow 35% by 2022
- Enter the job market with a certificate and earn credits toward a technical degree

Get started now! Call 425-388-9570 or visit www.everettcc.edu/machining

CATIA v5 Assembly Design Fundamentals (.8 CEUs)

This course provides the designer with the tools needed to create and manage assemblies and sub-assemblies in CATIA v5. Topics include introduction to Assembly Design, Assembling Components, Flexible Assemblies, Analyzing and Modifying an Assembly, Designing in Context, Inserting parts from the Catalog Browser, and Properly saving Products (Assemblies) in the CATIA environment. Fee: \$415

ITEM 8931-B452	K. RILLOS	Online
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CATIA v5 Sketcher and Auto-Constraints (.8 CEUs)

This course provides the student with the tools needed to build simple and complex profiles in the sketcher workbench of CATIA v5. Users will learn generic processes for auto and manually constraining profiles. The students will gain an understanding of the general concepts of and best process for fully constraining a profile. The student will learn how profiles affect Part Design and Generative Shape design workbenches. Fee: \$415

ITEM 8932-B452	K. RILLOS	Online
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CATIA v5 Part & Product Integration (.8 CEUs)

This course expands the student's understanding of parts and assemblies as they pertain to the CATIA product hierarchy. CATIA v5's basic product philosophy mandates a mono-detail data set rule. This is to say that a single document should contain only one detail level part design; Part Design, Generative Shape Design or Wireframe and Surface Design product. Fee: \$415

ITEM 8934-B452	K. RILLOS	Online
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CATIA v5 Drafting Fundamentals (.8 CEUs)

The course covers drafting view creation, text, dimensions, GT&T, title block and border creation, the filtering of drawing assembly views, inserting a bill of materials, importing dimensions from Sketcher, how to properly save and print new drawings. Flatten out (Unfold) a Sheet Metal Part onto a drawing, and Customize Default Values. Fee: \$415

ITEM 8935-B452	K. RILLOS	Online
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CATIA v5 Assembly Design Advanced (.8 CEUs)

This course continues from where the Assembly Design Fundamentals course left off. Topics include: Managing the Catalog Browser, Searching for and Inserting Parts from the Catalog Browser, Learn how to use the Assembly features Toolbar, Inserting existing Products (Sub Assemblies) into the Product, Learn how to use the Constraint Creation Toolbar, Create Stored Scenes for the purpose of "filtering off" parts and assemblies, Analyzing assemblies for interfaces and clearances and material properties, Properly saving New Products, Sub-Assemblies and Parts. Fee: \$415

ITEM 8936-B452	K. RILLOS	Online
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CATIA v5 Wireframe Fundamentals (.8 CEUs)

This course provides a basic understanding of the skills needed to use CATIA v5 Wireframe. The basics of Wireframe (Points, Lines, Planes, Axes Systems, Splines, Connect Curves, and Curve Analysis within the Wireframe and Surface Design Workbench) are demonstrated and explained. Fee: \$415

ITEM 8937-B452	K. RILLOS	Online
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CATIA v5 Introduction To Surfacing (.8 CEUs)

Equipping students with the basics of general surface and supporting wire frame construction is the goal of this course. Wire frame geometry consists of lines, circles, splines and points and is usually used in support of solids and surfaces. Surfaces are created primarily for use with solids, but many times are used for defining contoured areas in space as stand-alone entities. Students will learn how to create extruded, loft, sweep and revolution surfaces. Fee: \$415

ITEM 8936-B452 K. RILLOS Online

CATIA v5 Surfacing Operations (.8 CEUs)

Surfaces are usually not complete unless operations are performed to finalize them. Operations include Join, Extrapolate, Boundary, Trim and Split and are typically used to complete the finishing touches on surfaces that previously did not connect or that are to be used in the creation of solids. This course will expand on the students' knowledge of surfaces by employing operations to create final surface products. Fee: \$415

ITEM 8937-B452 K. RILLOS Online

CATIA v5 Functional Tolerance and Annotation (.8 CEUs)

One of the most desirable goals for any industry (let alone the engineering industry) is to become a paperless environment. This course will take students one step closer to that concept by demonstrating how text and geometrical dimensioning and tolerancing (GDT) can be applied to solid geometry in space. 2 dimensional support planes are added followed by the necessary annotation to support production without the need to generate drawings. Prerequisites: v5 Assembly Design Fundamentals, Part Design Fundamentals and Wireframe Fundamentals. Fee: \$415

ITEM 8939-B452 K. RILLOS Online

**Parking is now included
with paid registrations
for Bothell students**

Accounting & Finance**Bookkeeping Basics (.6 CEUs)**

This course is designed as an overview of key concepts, bookkeeping practices, and terminology that will help you better utilize bookkeeping software (i.e. QuickBooks, Peachtree, and others). Topics include the accounting cycle, starting with an introduction of basic accounting terms and record keeping rules. You will be introduced to double-entry accounting (debits and credits); cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable accounting. You'll also review financial statements (profit and loss, and balance sheet), how to avoid fraud and embezzlement, and business entity types. Bring notepad and pen. Fee: \$190

ITEM 8961-B452	D. FRANZ	CCEC - Bothell, CCI-021
2 Wednesdays	Oct. 15 - Oct. 22	4:00 - 7:00PM
ITEM 8980-B452	D. FRANZ	CCEC - Everett, T16
2 Thursdays	Oct. 16 - Oct. 23	4:00 - 7:00PM

QuickBooks Essentials (1.2 CEUs or 12 CPES)

QuickBooks is designed to help improve your business productivity by saving you time and money. Learn to manage customers and vendors while gaining hands-on experience with invoicing, receiving and depositing payments, entering bills, and writing checks. Reconcile your bank and credit card statements and explore basic reports and financial statements. Textbook/desk reference included (\$90 value). Prerequisite: Proficiency with navigating Windows, drop-down menus, the keyboard and mouse. Bookkeeping Basics course is highly recommended but not required. The Textbook and course instruction is based on QuickBooks 2013. Fee: \$355

ITEM 8963-B452	D. FRANZ	CCEC - Everett, 125
4 Thursdays	Oct. 30 - Nov. 20	4:00 - 7:00PM
ITEM 8965-B452	D. FRANZ	CCEC - Bothell, CCI-135
4 Wednesdays	Oct. 29 - Nov. 19	4:00 - 7:00PM

QuickBooks Intermediate (.6 CEUs)

Continue your working knowledge of QuickBooks. Learn added upper level skills in how to be more efficient with tools including reviewing payroll, memorized transactions, tracking inventory, posting sales tax, customizing forms, invoicing and statements, and creating forms and graphs. Bring your text used in the first QuickBooks course. Prerequisite: first QuickBooks course. Fee: \$180

ITEM 8965-B452	D. FRANZ	CCEC - Bothell, CCI-135
2 Wednesdays	Dec. 3 - Dec. 10	4:00 - 7:00PM

Understanding Budgets (.9 CEUs)

The course focuses on how to build budgets from company financial data, analyze and project the budget results, and incorporate the forecasts into the company bottom line. It is designed for participants seeking to understand basic budgeting concepts, processes and tools. Those new to the topic will receive an overview and introduction to budgeting. For participants with budgeting experience, it provides an opportunity to review and refine previously learned skills. Real life examples, participant experiences and questions are welcomed and encouraged to be shared for discussion and analysis. Required textbook: see website. Fee: \$255

ITEM 8984-B452	J. DAS	CCEC - Everett, 218
3 Wednesdays	Sep. 10 - Sep. 24	6:00 - 9:00PM

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

Learn how to read, prepare, and analyze income statements, balance sheets, and statement of cash flows to make sound financial decisions, allocate resources, and accurately budget expenses. Acquire a financial toolkit that you can use for real-world situations. Course content includes: financial statement analysis, budgeting/planning, ratio analysis, return on investment (ROI), audits, fraud, and reflection on the post-Enron era. Please visit www.everettcc.edu/coursematerial for required text information. Fee: \$370

ITEM 8985-B452	J. DAS	CCEC - Everett, 117
5 Mondays	Sep. 29 - Oct. 27	6:00 - 9:00PM
ITEM 9861-B452	J. DAS	CCEC - Bothell, CCI-041
5 Wednesdays	Oct. 22 - Nov. 19	6:00 - 9:00PM



HUMAN RESOURCES MANAGEMENT CERTIFICATE

Take charge of your future.

- Learn practical skills you can apply tomorrow
- Instructors are current experts in the field of HR
- Courses count toward PHR® and SPHR® recertification Guide
- Evening classes designed for working professionals

Certificate requires completion of 99 required and elective course hours:

REQUIRED CORE COURSES (78 hours)	HOURS
Human Resources Essentials	9
Employment Law	12
Talent Management - Finding and Keeping the Best	12
Managing Employee Performance	12
Total rewards	12
HR Systems and Metrics	12
HR Certificate Capstone	9

ELECTIVE COURSES (21 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Wednesday, August 27, 6:00 - 7:30PM, Everett
Thursday, September 4, 6:00 - 7:30PM, Bothell
Tuesday, December 2, 6:00 - 7:30PM, Bothell
Wednesday, December 10, 6:00 - 7:30PM, Everett

For more information, go to
www.everettcc.edu/HrCert

Questions about the program?
Contact Customer Service at (425) 267-0150



The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It attests that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

Human Resources Management

Human Resources Essentials (.9 CEUs)

This foundation class introduces the dynamic field of human resources. Learn what HR does and its potential impact and importance in an organization. Master the acronyms and jargon used in the profession, learn the competencies required to be successful as an HR practitioner, and acquire information on HR industry certifications. This is the recommended starting point for the HR Certificate Program. Required textbook can be purchased at the EvCC Bookstore (Robert L. Mathis and John H. Jackson, *Human Resource Management*, Publisher: South Western College Publishing; 13th edition ISBN: 978-0538453158 or 14th edition ISBN: 978-1-133-95310-4). Fee: \$185

ITEM 9078-B452	C. MALONE, SPHR	CEEC - Everett, 117
3 Mondays	Sep. 8 - Sep. 22	6:00 - 9:00PM
ITEM 9063-B452	M. SUMMERS, SPHR	CEEC-Bothell, CC1-041
3 Tuesdays	Sep. 16 - Sep. 30	6:00 - 9:00PM

Employment Law (1.2 CEUs)

The legal landscape for human resources is complex and ever-changing. Navigate the myriad of laws governing the employment relationship including discrimination, compensation, benefits, labor relations, and privacy. Learn how laws and regulations are developed; strategies for keeping your organization in compliance; and ways to keep abreast of new and proposed regulations. Recommended prerequisite: HR Essentials. Fee: \$225

ITEM 9079-B452	C. MALONE, SPHR	CEEC - Everett, 116
4 Mondays	Oct. 6 - Oct. 27	6:00 - 9:00PM

Talent Management:

Finding and Keeping the Best (1.2 CEUs)

Finding and keeping talented employees is a key to the success of any organization. Learn the steps in recruitment; the legal environment related to recruiting and retention; how to develop behavioral interview questions to select employees that fit your organization; and creative strategies to hold on to your best talent. Prerequisite: Human Resources Essentials. Fee: \$225

ITEM 9080-B452	L. ROBBINS, SPHR	CEEC - Bothell, CC2-160
4 Wednesdays	Oct. 1 - Oct. 22	6:00 - 9:00PM

Managing Employee Performance (1.2 CEUs)

Drive high performance by supporting and motivating employees to do their best work. Learn how to develop and administer a performance management system; manage complaints and conflicts; implement progressive discipline, and navigate the termination process while protecting employee rights. This course has been approved for 12 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Fee: \$225

ITEM 9081-B452	E. DIRKES, SPHR	CEEC - Everett, 117
4 Thursdays	Oct. 16 - Nov. 6	6:00 - 9:00PM

Total Rewards (1.2 CEUs)

Employee compensation and benefits often represent an organization's greatest expense. Learn to efficiently manage total rewards; design a basic pay system; and leverage a range of possible benefits, including many low or no-cost options. Class also covers laws governing compensation and benefits. Prerequisite: Human Resources Essentials. Fee: \$225

ITEM 9063-B452	M. SUMMERS, SPHR	CEEC-Bothell, CC1-021
4 Thursdays	Oct. 2 - Oct. 23	6:00 - 9:00PM

HR Systems and Metrics (1.2 CEUs)

HR professionals must acquire and track data to meet employee data legal requirements and measure effectiveness of HR initiatives. The basics of HR information management systems; record keeping requirements for HR; selecting and implementing a new HRIS; HR metrics calculating; and researching HR issues on the Internet are all covered. Enrollment dependent upon successful completion of other core courses (sans capstone). Required textbook see www.everettcc.edu/coursematerial. Fee: \$240

ITEM 9083-B452	C. MALONE, SPHR	CEEC - Bothell, CC1-021
4 Wednesdays	Nov. 5 - Dec. 3	6:00 - 9:00PM
No class November 26.		

Human Resources Certificate Capstone (.9 CEUs)

Tackle real-life case studies presenting complex HR problems with legal and ethical dimensions. You'll apply a best practice framework to analyze scenarios, determine the issues and risks, and recommend steps for a solution. Prerequisites: Completion of the core classes in the Human Resources Certificate Program. Fee: \$175

ITEM 9084-B452	C. MALONE, SPHR	CEEC - Bothell, CC1-021
3 Mondays	Dec. 1 - Dec. 15	6:00 - 9:00PM

CERTIFICATE PROGRAMS

HUMAN RESOURCES MANAGEMENT CERTIFICATE ELECTIVES

Working with Organized Employees (.6 CEUs)

Working within an organized environment requires unique skills and knowledge. Learn how and why employees unionize; the legal code governing unions (and the unionization process); steps in union certification; the collective bargaining process; grievance resolution; and how to work effectively with employees to develop and sustain a positive working relationships based on trust. Prerequisite: Human Resources Essentials. Fee: \$125

ITEM 9085-B452 C. MALONE, SPHR CCEC-Bothell, CCI-041
2 Tuesdays Oct. 21 - Oct. 28 6:00 - 9:00PM

Employee Training and Development (.6 CEUs)

Most HR professionals will be involved at some level in employee training and development. Learn about the theory of adult learning; how training and development differ; conducting a needs analysis to determine training needs; developing training and/or managing external training vendors; and evaluating training effectiveness. This highly interactive class will include exercises that students can take back and use immediately within their organizations. Prerequisite: HR Essentials. Fee: \$140

ITEM 9086-B452 E. DIRKES, SPHR CCEC-Bothell, CCI-041
2 Tuesdays Oct. 7 - Oct. 14 6:00 - 9:00PM

Safety and Security (.9 CEUs)

Under OSHA, organizations have a legal requirement to provide a safe and healthy working environment for employees. This course will cover the various legal requirements involving safety, health and security; the basics of worker's compensation; effective ways to manage safety; steps in instituting a workplace violence program; and methods for disaster preparation and recovery planning. Prerequisite: Human Resources Essentials. Fee: \$175

ITEM 9087-B452 M. SUMMERS, SPHR CCEC- Everett, 116
3 Tuesdays Dec. 2 - Dec. 16 6:00 - 9:00PM

Managing Small Projects (.6 CEUs)

See page 15 for complete course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 8 for complete course description and details.

High Performance Management Essentials (1.5 CEUs)

See page 11 for complete course description and details.

Supervisor-Team Lead Training (1.4 CEUs)

In this two-day training, learn practical skills, techniques, and best practices you can put to use the next day. Class is for new supervisors and experienced managers and supervisors who want to enhance their skills. Some of the topics covered include how to motivate your employees, tools for active listening, ways to delegate, tips on giving performance reviews, how to build effective teams, creating attainable goals, and dealing with challenging behavior. Fee: \$370

ITEM 9049-B452 L. LAZAROFF CCEC- Everett, 218
2 Sessions Th/F Nov. 6 - Nov. 7 8:00AM - 4:00PM

Understanding Budgets (.9 CEUs)

See page 8 for complete course description and details.

Strategic HR (.6 CEUs)

Are you working in HR and want to participate in management level and/or C-suite discussions? Whether this is something you are already doing or something you aspire to, this program will help you learn about HR's role as a senior leader within an organization. In the class we will discuss the differences between a tactical versus strategic approach to people issues, as well as cover the competencies needed to be a true strategic HR business partner. Fee: \$145

ITEM 9375-B452 C. MALONE, SPHR CCEC-Bothell, CCI-041
1 Saturday Oct. 18 9:00AM - 4:00PM

Coaching for HR Professionals (.6 CEUs)

Come learn the tools to become an effective coach, an important skill-set for any HR professional. Coaching increases your ability to influence others, and allows you to help them realize their full potential by learning to solve problems for themselves. In this interactive course you will learn the basics of a coaching approach as well as practicing those skills in scenarios modeled on real-life HR situations. Fee: \$150

ITEM 9376-B452 C. MALONE, SPHR CCEC-Bothell, CCI-021
1 Saturday Nov. 1 9:00AM - 4:00PM

Recruitment and Retention: Becoming the Employer of Choice (.9 CEUs)

Want to make your organization an employer of choice? In this course you'll learn the basics of employment branding to make your organization stand out in the recruiting arena, and how that same branding can lower your turnover rate and retain your best people. We'll look at some of the best branded companies and see how you can apply their process to your organization. We'll also look at defining your corporate culture and building a culture of engagement and inclusion. Prerequisite: Talent Management: Finding and Keeping the Best and/or previous HR experience. Fee: \$175

ITEM 8999-B452 C. MALONE, SPHR CCEC- Everett, 116
3 Tuesdays Nov. 4 - Nov. 25 6:00 - 9:00PM
No class November 11.

Personnel Issues - Tips and Tools (.6 CEUs)

Working through personnel issues is a key component of working in Human Resources. One of HR's main tasks is to help supervisors and managers deal with difficult employees behavior. In this two-night class we'll look at some of the more difficult types of behavior supervisors face, including passive/aggressive behavior, gossip, interpersonal conflicts, etc. Prerequisite: Managing Employee Performance and/or previous HR experience. Fee: \$150

ITEM 8999-B452 C. MALONE, SPHR CCEC- Everett, 110
2 Mondays Nov. 3 - Nov. 10 6:00 - 9:00PM

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up-to-date information.



facebook.com/EvccContinuingEducation



HIGH PERFORMANCE MANAGEMENT CERTIFICATE

Learn to improve your people, processes and profits.

- Lead others with confidence and purpose
- Develop a culture of performance
- Acquire practical financial knowledge and skills for a business environment
- Prepare to test for the ASQ Certification in CMQ/OE

Certificate requires completion of 124 required and elective course hours:

REQUIRED CORE COURSES (84 hours) HOURS

High Performance Management Essentials	15
Introduction to Performance Excellence	15
Financial Intelligence for Non-Financial Managers	15
Next Level Leadership	24
High Performance Management Cert. Capstone	15

ELECTIVE COURSES (40 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Tuesday, August 26, 6:00 - 7:30PM, Bothell
 Wednesday, September 3, 6:00 - 7:30PM, Everett
 Monday, December 1, 6:00 - 7:30PM, Everett
 Tuesday, December 16, 6:00 - 7:30PM, Bothell

For more information, go to
www.everettcc.edu/MgmtCert
 Questions about the program?
 Contact Customer Service at (425) 267-0150
 or learn@everettcc.edu

High Performance Management

High Performance Management Essentials (1.5 CEUs)

Learn how to manage in today's competitive global environment. From problem definition to developing a plan of action, explore best practice approaches to decision making, time management, project success, managing risk and opportunity, competitive advantage, team management, compliance, diversity - and fitting it all together to achieve organizational goals. Required textbook: *The Certified Manager of Quality/Organizational Excellence Handbook, third edition*, ISBN 978-0-87389-678-8. Books can be ordered through American Society for Quality www.asq.org or call 800-248-1946. Fee: \$355

ITEM 9057-8452	N. NAVARRO, MBA	CCEC - Bothell, CCI-021
5 Wednesdays	Sep. 3 - Oct. 1	6:00 - 9:00PM
ITEM 9058-8452	A. SUCIU	CCEC - Everett, 239
5 Tuesdays	Oct. 14 - Nov. 18	6:00 - 9:00PM
No class November 11.		

Introduction to Performance Excellence (1.5 CEUs)

Learn tools, techniques, and approaches to consider when managing quality, both in traditional projects as well as in improving business processes. Understand the benefits of Six Sigma, Lean Manufacturing, Root Cause Analysis, and Theory of Constraints and determine which approach is best to use in any situation. Prerequisites: Basic proficiency with MS Word and Excel recommended. Fee: \$355

ITEM 9030-8452	N. NAVARRO, MBA	CCEC - Bothell, CCI-041
3 Saturdays	Nov. 1 - Nov. 15	9:00AM - 2:30PM

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 8 for complete course description and details.

Next Level Leadership (2.4 CEUs)

Gain modern leadership skills and knowledge to take yourself and your team to the next level of performance, productivity, and profits. Develop your own leadership style based on your strengths and values; equip yourself with proven tools and strategies to inspire, motivate, and elevate employee performance; and learn how to communicate with credibility, persuasiveness, and passion to affect positive change. Required textbook can be purchased

at the EvCC Bookstore (J.Kouzes, B. Posner, *The Leadership Challenge*, Publisher: Jossey-Bass; 4th edition, ISBN: 978-0787984922 or 5th edition, ISBN: 978-0470651728). Fee: \$850

ITEM 9067-8452	B. FROST, SPHR	CCEC - Everett, 238
8 Sessions Tu/Th	Sep. 16 - Oct. 9	6:00 - 9:00PM

High Performance Management Certificate Capstone (1.5 CEUs)

This capstone course is the culminating course of the High Performance Management Certificate Program. You will apply, in a case study format, a comprehensive solution to common business challenges using the tools and techniques learned in the program's core and elective courses, including project management, finance, lean, performance, and communication. Prerequisite: completion of core classes in the High Performance Management Certificate Program. Fee: \$355

ITEM 9058-8452	A. SUCIU	CCEC - Everett, 117
5 Thursdays	Nov. 13 - Dec. 18	6:00 - 9:00PM
No class November 27.		

HIGH PERFORMANCE MANAGEMENT CERTIFICATE ELECTIVES

Lean Practices Overview (.35 CEUs)

See page 12 for complete course description and details.

Lean for the Office (.8 CEUs)

See page 13 for complete course description and details.

Lean Six Sigma Green Belt - Foundations - Hybrid (1.8 CEUs)

See page 12 for complete course description and details.

Project Management Essentials (1.5 CEUs)

See page 14 for complete course description and details.

Project Risk Management Essentials (.9 CEUs)

See page 16 for complete course description and details.

Virtual Teams - Managing Projects Today (.6 CEUs)

See page 15 for complete course description and details.

Microsoft Project For Project Managers (1.5 CEUs)

See page 14 for complete course description and details.

Project Team Management (1.5 CEUs)

See page 14 for complete course description and details.

Managing Employee Performance (1.2 CEUs)

See page 9 for complete course description and details.

CERTIFICATE PROGRAMS



LEAN SIX SIGMA GREEN BELT CERTIFICATE

Transform your organization into a leaner, more efficient business.

- Gain knowledge and skills to participate in and lead continuous improvement projects
- Prepare for the ASQ Green Belt Certification exam

Certificate requires completion of 120.5 required and elective course hours:

REQUIRED CORE COURSES (87.5 hours) HOURS

Lean Practices Overview	3.5
Basic Statistics for Continuous Improvement	12
Lean Six Sigma Green Belt-Foundations	18
Lean Six Sigma Green Belt-Advanced	18
Managing Small Projects	6
Project Team Management	15
Lean Six Sigma Project Capstone	15

ELECTIVE COURSES (33 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Wednesday, September 3, 6:00 - 7:30PM, Everett
Thursday, September 4, 6:00 - 7:30PM, Bothell
Monday, December 15, 6:00 - 7:30PM, Bothell
Wednesday, December 17, 6:00 - 7:30PM, Everett

For more information, go to
www.everettcc.edu/LeanSixSigma

Questions about the program?
Contact Customer Service at (425) 267-0150
or lean@everettcc.edu

Root Cause Analysis and Investigation (.6 CEUs)

See page 13 for complete course description and details.

Agile Project Management (.6 CEUs)

See page 16 for complete course description and details.

Understanding Budgets (.9 CEUs)

See page 8 for complete course description and details.

Lean Six Sigma Green Belt

Lean Practices Overview (.35 CEUs)

This class provides participants with a basic understanding of Lean principles, and how they are applied to the workplace. Lean is a systematic management approach designed to improve the production process, and enhance the method of providing a product or service to a customer in the shortest time at the lowest cost. Lean focuses on reducing or eliminating the eight types of waste, which commonly account for 95 percent of the total process time. Course content provides an introduction to the Lean system, including Lean tools such as: Just in time, Kanban, Standard Work, 5s and 5 Whys. Class is taught by a Six Sigma Black Belt instructor. Fee: \$105

ITEM 9015-B452	N. NAVARRO, MBA	CEEC - Everett, 239
1 Saturday	Sep. 13	9:00AM - 12:30PM

Basic Statistics for Continuous Improvement (1.2 CEUs)

Many students wanting to improve their process improvement skills using the Six Sigma methodology can become intimidated by the math and statistics required by this data analysis tool. This course will provide high-level, hands-on training of how statistics are used in Six Sigma, including what statistics are, how they are generated and interpreted, how they are used in process control, how they are used to compare before and after process improvements, and how they are shown using graphs and charts. Very basic algebraic equations will be reviewed as needed to provide the context for the statistical introduction. Bring a basic electronic calculator to class. Required textbook: Mark J. Kiemle, Stephen R. Schmidt, and Ronald J. Berdine, *Basic Statistics: Tools for Continuous Improvement*, ISBN: 978-1880156063. Course taught by a Six Sigma Master Black Belt. Fee: \$290

ITEM 9884-B452	N. NAVARRO, MBA	CEEC - Bothell, CCI-041
4 Mondays	Sep. 8 - Sep. 29	6:00 - 9:00PM
ITEM 9016-B452	N. NAVARRO, MBA	CEEC - Everett, 239
2 Saturdays	Oct. 18 - Oct. 25	8:00AM - 2:30PM

Lean Six Sigma Green Belt - Foundations - Hybrid (1.8 CEUs)

A practical approach to Six Sigma. Learn best practice approaches that can be applied immediately in your work and build a foundation for further understanding and development in the area of work process improvement. Learn the DMAIC (Define, Measure, Analyze, Improve and Control) approach to process improvement projects and the applicable tools and techniques. Understand quality principles and systems, strategy, process management, lean principles in the organization, team management and best practices for continuous improvement. This course covers a foundation of learning applicable to the American Society for Quality (ASQ) Body of Knowledge for Six Sigma Green Belt (SSGB) certification. Required textbook is available at the EvCC bookstore, from American Society for Quality (www.asq.org), or from other online retailers (Munro, Rod, et.al, *The Certified Six Sigma Green Belt Handbook*, ASQ Press, ISBN 978-0873689698). Class is offered in partnership with Ceptara and is taught by Ceptara Six Sigma Black Belt instructor. Fee: \$380

ITEM 9012-B452	C. LINDSTROM	CEEC - Everett, 110
5 Mondays	Sep. 8 - Oct. 6	6:00 - 9:00PM
ITEM 9165-B452	C. LINDSTROM	CEEC - Bothell, CCI-12
5 Tuesdays	Sep. 9 - Oct. 7	6:00 - 9:00PM

Lean Six Sigma Green Belt - Advanced Topics (1.8 CEUs)

Building on the Six Sigma Green Belt Foundations course, Advanced Topics introduces more concepts, tools and techniques for the phases of a Six Sigma improvement initiative, namely strategy, deployment and execution of a Six Sigma DMAIC project. Learn best practice approaches that can be applied immediately in your work. Enhance the understanding of the DMAIC (define, measure, analyze, improve and control) approach with additional concepts related to quality principles and systems, strategy, process management, lean principles in the organization, team management and best practices for continuous improvement. Prerequisite: Lean Six Sigma Green Belt-Foundations. This course completes the coverage for the American Society for Quality (ASQ) Body of Knowledge. Class is offered in partnership with Ceptara and is taught by Ceptara Six Sigma Black Belt instructor. Fee: \$380

ITEM 9166-B452	C. LINDSTROM	CEEC - Bothell, CCI-041
8 Thursdays	Oct. 9 - Nov. 13	6:00 - 9:00PM
ITEM 9013-B452	C. LINDSTROM	CEEC - Everett, 239
6 Mondays	Oct. 13 - Nov. 17	6:00 - 9:00PM

Managing Small Projects (.6 CEUs)

See page 15 for complete course description and details.

Project Team Management (1.5 CEUs)

See page 14 for complete course description and details.

Lean Six Sigma Green Belt Capstone (1.5 CEUs)

The project is designed for the students in the Lean Six Sigma Green Belt certificate program who have completed the Six Sigma Green Belt Foundations and Six Sigma Green Belt Advanced courses. No matter what sector your organization works in, this approach provides a valuable framework for understanding and running six sigma projects. This course provides an opportunity for participants to become familiar and fine tune their understanding of running six sigma projects. Fee: \$345

ITEM 9018-B452	C. LINDSTROM	CCEC - Bothell, CC-041
5 Wednesdays	Sep. 17 - Oct. 15	6:00 - 9:00PM

LEAN SIX SIGMA GREEN BELT CERTIFICATE ELECTIVES

Lean Six Sigma Green Belt

Test Preparation (1.2 CEUs)

This test preparation course helps participants pass the ASQ's Green Belt Certification Exam. Designed for those who have completed most or all of the core requirements of the Lean Six Sigma Green Belt Certificate program, participants will learn useful tips, tricks, and traps to avoid in taking the test. The course contains multiple exercises and timed sample exams used to improve speed and testing performance within the Six Sigma Green Belt Body of Knowledge (BOK). Prerequisites: Lean Overview, Basic Statistics for Continuous Improvement, LSSGB Foundations, and LSSGB Advanced. Class is offered in partnership with Ceptara and is taught by Ceptara Six Sigma Black Belt Instructor. Fee: \$365

ITEM 9020-B452	C. LINDSTROM	CCEC - Everett, 218
4 Sessions M/Tu	Nov. 18 - Dec. 2	6:00 - 9:00PM

Class meets on Tuesday Nov. 18, Monday Nov. 24, Monday Dec. 1 and Tuesday Dec. 2.

High Performance Management Essentials (1.5 CEUs)

See page 11 for complete course description and details.

Root Cause Analysis and Investigation (.6 CEUs)

Learn the foundational tools required in any process improvement approach. Organizations often focus on symptoms of problems rather than seeking out the true root causes. Identification of the root causes of problems allows companies to correctly and quickly address the primary drivers of problems, and avoid having to address the same problem repeatedly. Fee: \$185

ITEM 9019-B452	N. NAVARRO, MBA	CCEC - Everett, 109
1 Saturday	Sep. 27	9:00AM - 4:00PM

Lean for the Office (.8 CEUs)

This is a full-immersion Lean office simulation. Participants will apply Lean concepts and tools to improve a professional business process. This training provides a hands-on learning experience. Participants will experience what it's like to analyze an office process, discover waste, apply a suite of Lean tools and methods to remove waste from the process, and finally implement their improved process. Participants will be able to take what they learn and apply it to their own business processes. Fee: \$280

ITEM 9005-B452	N. NAVARRO, MBA	CCEC - Everett, 239
1 Saturday	Oct. 4	8:00AM - 4:30PM

Virtual Teams - Managing Projects Today (.6 CEUs)

See page 15 for complete course description and details.

Earned Value Management (.6 CEUs)

See page 16 for complete course description and details.

Communicating with Impact (.6 CEUs)

See page 17 for complete course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 8 for complete course description and details.

Meet Your Instructor



Nathan T. Navarro MBA,
Lean Six Sigma Black Belt

- **High Performance Management Essentials**
pg. 11
- **Introduction to Performance Excellence**
pg. 11
- **Lean Practices Overview**
pg. 12
- **Basic Statistics for Continuous Improvement**
pg. 12
- **Root Cause Analysis & Investigation**
pg. 13
- **Lean for the Office**
pg. 13

Nathan Navarro is a Boeing program manager with over 15 years of practical hands-on experience in initiating and implementing successful process improvements for manufacturing, retail, service, medical and government organizations. Nathan is considered a senior specialist and process improvement consultant to executive leaders, managers, customers, employees, and work teams.

CEUs and Clock Hours

If an employer, agency, or other third-party is paying your fee, do you need proof of completion?

You may request Continuing Education Units (CEUs) or Clock Hours for your class or workshop.

CERTIFICATE PROGRAMS



PROJECT MANAGEMENT CERTIFICATE

High-demand skills. Highly respected program.

- Work-ready skills taught by project management professionals
- Classes count toward PMP® and CAPM® certifications
- Curriculum based off newest PMBOK® Guide
- Everett Community College is a PMI Registered Education Provider

Certificate requires completion of
99 required and elective course hours:

REQUIRED CORE COURSES (84 hours)	HOURS
Project Management Essentials	15
Project Planning and Scheduling Techniques	15
Project Execution and Control	15
Project Team Management	15
Microsoft Project for Project Managers	15
Project Management Capstone	9

ELECTIVE COURSES (15 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Monday, August 25, 6:00 - 7:30PM, Everett
Tuesday, September 9, 6:00 - 7:30PM, Bothell
Wednesday, December 3, 6:00 - 7:30PM, Everett
Tuesday, December 9, 6:00 - 7:30PM, Bothell

For more information, go to
www.everettcc.edu/PmCert

Questions about the program?
Contact Customer Service at (425) 267-0150



The PMI Registered Education Provider logo is a registered service and collective mark of the Project Management Institute, Inc.

Project Management

Project Management Essentials (1.5 CEUs)

Project success doesn't just happen - it requires careful planning and effective management skills. This course will equip you with professional project management tools and techniques that you can put to use at work the next day to get your projects done on time and on budget. Required texts: *The Guide to Project Management Body of Knowledge (PMBOK)*, 5th Ed., Publisher: Project Management Institute, ISBN: 978-1935589679 and Eric Verzuh, *The Fast forward MBA in Project Management*, 4th Ed., Publisher: Wiley, ISBN: 978-1118073773. Fee: \$355

ITEM 9024-8452	M. MULLIN, PMP	CEEC - Everett, 117
5 Wednesdays	Sep. 10 - Oct. 8	6:00 - 9:00PM
ITEM 9062-8452	D. SPATYTH, PMP	CEEC - Bothell, CC2-160
5 Thursdays	Sep. 18 - Oct. 16	6:00 - 9:00PM
ITEM 9035-8452	D. HILDEBRAND, PMP	CEEC-Bothell, CC3-121
5 Saturdays	Sep. 13 - Oct. 11	9:00AM - 12:00PM

Project Planning and Scheduling Techniques (1.5 CEUs)

Bringing your project in on time and on budget begins with effective planning and scheduling. Explore tools and strategies to define a new project or a new phase of an existing project, define initial scope and budget, develop the Project Charter, identify Stakeholders, and develop a Project Management Plan. Class includes hands on project work. Prerequisite: Project Management Essentials. Required texts: same as PM Essentials. Fee: \$355

ITEM 9028-8452	D. SPATYTH, PMP	CEEC - Bothell, CC1-071
5 Wednesdays	Oct. 22 - Nov. 19	6:00 - 9:00PM
ITEM 9032-8452	E. STEWART, PMP	CEEC - Bothell, CC2-160
5 Saturdays	Oct. 18 - Nov. 15	9:00AM - 12:00PM
ITEM 9025-8452	D. THOMPSON	CEEC - Everett, 116
5 Mondays	Nov. 17 - Dec. 15	6:00 - 9:00PM

Project Execution and Control (1.5 CEUs)

Explore tools and processes to monitor and control a project to meet project requirements of time, cost, and quality. Class will include hands-on exercises to develop your skills in executing the work on a project according to the Project Management Plan, including managing people and resources all the way through project closure. Prerequisites: Project Planning and Scheduling Techniques. Required texts: same as PM Essentials. Fee: \$355

ITEM 9042-8452	D. SPATYTH, PMP	CEEC - Bothell, CC2-160
5 Tuesdays	Sep. 16 - Oct. 14	6:00 - 9:00PM
ITEM 9026-8452	G. HILLS, PMP	CEEC - Everett, 109
5 Mondays	Sep. 29 - Oct. 27	6:00 - 9:00PM
ITEM 9043-8453	STAFF	CEEC - Bothell, TBD
5 Saturdays	Jan. 10 - Feb. 21	9:00AM - 12:00PM

No class January 17 and February 14.

Project Team Management (1.5 CEUs)

Project success is achieved through individuals working together toward a common goal. Learn basic concepts, interpersonal skills, and tools you need as Project Manager to achieve high project team performance. Understand how to improve communication, motivate, inspire, and manage conflict with techniques you can apply the next day. I Speak Your Language text and questionnaire included. Prerequisite: Project Management Essentials or concurrent enrollment. Fee: \$370

ITEM 9934-8452	M. MULLIN, PMP	CEEC - Everett, 117
5 Tuesdays	Oct. 21 - Nov. 25	6:00 - 9:00PM

No class November 11.

ITEM 9027-8452	D. SPATYTH, PMP	CEEC - Bothell, CC2-160
5 Tuesdays	Nov. 18 - Dec. 16	6:00 - 9:00PM
ITEM 8992-8453	E. STEWART, PMP	CEEC - Bothell, TBD
5 Saturdays	Jan. 31 - Mar. 7	1:00 - 4:00PM

No class February 14.

Microsoft Project For Project Managers (1.5 CEUs)

This course is designed to help you to use both the beginning and intermediate functionality of Project 2010 as a tool to manage projects. You will learn how to get started with Project; work with both PERT and GANTT charts; create a task list and organize them in a work breakdown structure; set up resources and assign those resources to tasks; format and print your plan and reports; track progress on tasks; import tasks from MS Excel; fine-tune your project; and finalize the project to implement the project plan. You will also create your own personal

project of your choice. Prerequisite: Good working knowledge of Windows, Word and Excel highly recommended. This course is based on MS Office Project 2010 Step by Step by Carl Chatfield and Timothy Johnson. This 560-page workbook(\$30 value) is included. Fee: \$385

ITEM 8909-B452 M. ANNE ALDRICH CCEC - Everett, 126
5 Thursdays Oct. 9 - Nov. 13 6:00 - 9:00PM

No class October 30.

ITEM 8908-B452 M. ANNE ALDRICH CCEC - Everett, 126
3 Saturdays Nov. 8 - Nov. 22 8:00AM - 1:00PM

ITEM 9873-B452 J. HOPPER CCEC - Bothell, C3-135
3 Saturdays Nov. 22 - Dec. 13 8:30AM - 1:30PM

No class November 29.

Project Management Capstone (.9 CEUs)

In classic Roman architecture, a capstone or keystone is the top center of an arch. Without the capstone, the arch is not complete. Capstone is also defined as: "a crowning achievement, culmination or finishing touch". This course will summarize and reinforce the teachings from the rest of the program in a real world simulation. Participants will use all the tools and processes of world class project management taught throughout the EvCC Project Management Program to address and manage scenarios in a real world simulation. Fee: \$205

ITEM 9440-B452 S. THOMPSON, PMP CCEC - Everett, 109
3 Mondays Nov. 17 - Dec. 1 6:00 - 9:00PM

ITEM 9440-B453 S. THOMPSON, PMP CCEC - Bothell, TBD
3 Saturdays Mar. 14 - Mar. 28 1:00 - 4:00PM

PROJECT MANAGEMENT CERTIFICATE ELECTIVES

Project Requirements Management (.9 CEUs)

Defining and Managing Project Requirements. Inadequate processes for requirements definition and management are a leading cause of project failure. Learn critical concepts, skills and tools a Project Manager needs to gather requirements from project stakeholders. Learn how to successfully define and manage the project scope. You will also learn how to avoid common pitfalls of requirements definition and management. Required text: *Unearthing Business Requirements: Elicitation Tools and Techniques*, 2008, by Rosemary Hosenlopp and Kathleen Hass. Fee: \$205

ITEM 9033-B452 E. STEWART, PMP CCEC - Everett, 218
3 Thursdays Nov. 20 - Dec. 11 6:00 - 9:00PM

No class November 27.

ITEM 9033-B453 K. MCHUGH, PMP CCEC - Bothell, TBD
3 Saturdays Feb. 28 - Mar. 14 9:00AM - 12:00PM

THE PROJECT MANAGEMENT CERTIFICATE PROGRAM IS NOW OFFERED IN BOTHELL ON SATURDAYS!

REQUIRED COURSES (75 HOURS)

DATES

Project Management Essentials (15 hours)	Sep. 13 - Oct. 11 (9am - 12pm)
Project Planning & Scheduling Techniques (15 hours)	Oct. 18 - Nov. 15 (9am - 12pm)
Project Execution & Control (15 hours)	Jan. 10 - Feb. 21 (No class Jan. 17 & Feb. 14) (9am - 12pm)
Project Team Management (15 hours)	Jan. 31 - Mar. 7 (No class Feb. 14) (1 - 4pm)
Microsoft Project for Project Managers (15 hours)	Nov. 22 - Dec. 13 (No class Nov. 29) (8:30am - 1:30pm)
Project Management Capstone (9 hours)	Mar. 14 - Mar. 28 (1 - 4pm)

ELECTIVE COURSES (15 HOURS)

You choose 15 hours of the following:

DATES

Managing Small Projects (6 hours)	Jan. 10 - Jan. 24 (1 - 4pm) (No class Jan. 17)
Project Requirements Management (9 hours)	Feb. 28 - Mar. 14 (9am - 12pm)
Project Risk Management Essentials (15 hours)	Nov. 8 - Nov. 15 (1 - 4pm), Nov. 22 (2 - 5pm)
Estimation Essentials (15 hours) NEW	Oct. 4 - Nov. 1 (1 - 4pm)
Agile Project Management (6 hours)	Sep. 20 - Sep. 27 (1 - 4pm)
Virtual Teams (6 hours)	Dec. 6 - Dec. 13 (2 - 5pm)
Earned Value Management (6 hours)	Mar. 21 - Mar. 28 (9am - 12pm)

Managing Small Projects (.6 CEUs)

Learn Project Management Institute tools, templates and techniques to manage your small projects effectively. Whether you are an experienced project manager or new to managing small projects, you will learn practical skills that you can put to work immediately. Class focuses on projects that are one to six-months long for a single business unit with up to ten team members. Recommended textbook: Sandra Rowe, *Project Management for Small Projects*, ISBN-13: 978-1567261851. Fee: \$200

ITEM 9029-B452 D. THOMPSON CCEC - Everett, 116
2 Mondays Nov. 3 - Nov. 10 6:00 - 9:00PM

ITEM 9886-B453 K. MCHUGH, PMP CCEC - Bothell, TBD
2 Saturdays Jan. 10 - Jan. 24 1:00 - 4:00PM

No class January 17.

Virtual Teams -

Managing Projects Today (.6 CEUs)

Learn practical tools and techniques for managing projects in today's global environment. Through case study analysis of real-life scenarios, identify common challenges and pitfalls of virtual teams and how to navigate them to ensure project success. Fee: \$175

ITEM 9031-B452 E. STEWART, PMP CCEC - Bothell, CCI-02
Saturdays Dec. 6 - Dec. 13 2:00 - 5:00PM

High Performance Management Essentials (1.5 CEUs)

See page 11 for complete course description and details.

Introduction to Performance Excellence (1.5 CEUs)

See page 11 for complete course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 8 for complete course description and details.

Meet Your Instructor



Greg Smith

Certified Scrum Master, PMI-Agile Certified Practitioner®, Certified Scaled Agile Framework Consultant

• Agile Project Management, pg. 16

Greg Smith is an Agile coach and trainer who specializes in the practical adoption of Agile methods. During his career Greg has held positions as a Product Manager, Program Manager, Development Manager, Scrum Master, and Project Manager. Greg has helped several Fortune 500 companies and major institutions move to Agile including Exxon Mobil, JP Morgan Chase, StubHub, Stanford University, First Data Corporation, Fannie Mae, Expeditors International, Lexis Nexis, The Joint Commission, and TD Ameritrade.

In 2009 Greg co-authored "Becoming Agile in an Imperfect World." This book has helped a number of companies move to a more effective development lifecycle, and is often used as a guide for entire project teams. PMI uses Becoming Agile as part of its curriculum for Agile certification.

Earned Value Management (.6 CEUs)

Earned value management provides Project Managers and stakeholders an extremely useful tool to monitor project progress and indicate when corrective actions are necessary. Learn important concepts, skills and tools a Project Manager needs to implement earned value management. Learn how to successfully plan the project earned value structure, monitor project performance using earned value techniques and more accurately predict final project cost and schedule performance. Required textbook can be purchased at the EvCC bookstore Quentin W. Fleming & Joel Koppelman, *Earned Value Project Management, 3rd Edition*, ISBN 978-1930699692. Fee: \$175

ITEM 9038-B452	D. HILDEBRAND, PMP	CCEC - Everett, T10
2 Saturdays	Dec. 6 - Dec. 13	9:00AM - 12:00PM
ITEM 9038-B453	S. THOMPSON, PMP	CCEC - Bothell, TBD
2 Saturdays	Mar. 21 - Mar. 28	9:00AM - 12:00PM

Project Risk Management Essentials (.9 CEUs)

All projects involve risk. Learning and understanding basic Project Risk Management can lessen risk exposure, reduce costs and improve project outcomes. Aligned with the PMBOK, this course gives students an in-depth look at the process of identifying and applying risk management principles and techniques to projects. Students will learn to quantify risks and create risk response strategies to deliver projects that meet stakeholder expectations. Emphasis is placed upon techniques that are widely applicable in project management environments. Prerequisite: Project Management Essentials. Fee: \$205

ITEM 9039-B452	STAFF	CCEC - Bothell, CC-160
3 Saturdays	Nov. 8, Nov. 15	1:00 - 4:00PM
	Nov. 22	2:00 - 5:00PM

Agile Project Management (.6 CEUs)

Learn how Agile compares to classic methods in project management and how it can help with changing requirements, shifted deadlines or other major project issues. If you are new to Agile you will learn how to apply fundamental techniques. For those already versed in Agile, we'll provide best practices, tools, and discussions on how companies are using Agile. Topics: iterative delivery of value, anticipating change, reducing project risk, and maintaining focus on priorities. Recommended prerequisite knowledge: Experience with software projects and basic computer literacy. Fee: \$205

ITEM 9034-B452	G. SMITH	CCEC - Bothell, CC1-021
2 Saturdays	Sep. 20 - Sep. 27	1:00 - 4:00PM

Understanding Budgets (.9 CEUs)

See page 8 for complete course description and details.

Estimation Essentials (1.5 CEUs)



Build your estimation toolkit with exposure to the primary methods for cost estimation needed in development including parametric estimation, activity-based costing, life cycle estimation, and probabilistic modeling. Estimation methods are placed in context of a Work Breakdown Structure and program schedules, while explaining the entire estimation process. Common trouble areas in cost estimation will be discussed including behavioral influences that can impact the quality of cost estimates. Prerequisites: Project Management Essentials. Required texts: See www.everettcc.edu/coursematerial. Fee: \$355

ITEM 9371-B452	STAFF	CCEC - Bothell, CC1-01
5 Saturdays	Oct. 4 - Nov. 1	1:00 - 4:00PM

PMP Certification Exam Prep (2.1 CEUs)

To earn your Project Management Professional (PMP)® credential, you need to meet the experience and education requirements, and pass the PMP® examination set by the Project Management Institute. Regardless of how advanced your project management experience or education might be, you should still prepare vigorously for the exam. Successful PMP candidates typically use multiple study aids, including courses, self-study and study groups. Required Prerequisite: PM Essentials and full knowledge of the application requirements for the exam. Recommended Prerequisites: Project Planning and Scheduling Techniques and Project Execution and Control. Visit www.pmi.org for more information about the PMP® examination and application. Fee: \$750

ITEM 9041-B452	S. THOMPSON, PMP	CCEC - Everett, T39
7 Wednesdays	Oct. 29 - Dec. 17	6:00 - 9:00PM
No class November 26.		

Personal & Professional Excellence Series

Managing Priorities and Time (.6 CEUs)

What do high performing employees do to achieve work and personal goals under the pressure of competing priorities and time constraints? Learn how to define your development path, set and prioritize personal and professional goals, manage stress, and utilize time management tools and techniques to dramatically improve your efficiency. Participants will implement a personal action plan for workplace success and career advancement. Fee: \$195

ITEM 9066-BAS2 C. LINDSTROM CCEC - Everett, 117
2 Wednesdays Oct. 22 - Oct. 29 6:00 - 9:00PM

Communicating with Impact (.6 CEUs)

Your professional success is largely determined by how well you communicate with co-workers, employees, your boss, and the community. Learn how to analyze and pro-actively engage your audience with proven approaches to achieve results, enhance relationships, improve work flow, and express yourself with confidence, assertiveness, and persuasiveness. Course covers techniques for active listening, speaking, presenting, and writing. Participants will implement an interpersonal communication action plan for workplace success and career advancement. Fee: \$195

ITEM 9072-BAS2 L. LAZAROFF CCEC - Bothell, CCI-021
2 Tuesdays Sep. 30 - Oct. 7 6:00 - 9:00PM

Team Collaboration (.6 CEUs)

Learn and employ the principles of successful teamwork and high performance teams. Learn attributes of successful team members and leaders and how to address common obstacles to success, including communication, poor performing team members, interpersonal challenges, and lack of focus on results. Participants will implement a teamwork action plan for workplace success and career advancement. Fee: \$195

ITEM 9073-BAS2 B. FROST, SPHR CCEC - Bothell, CCI-021
2 Tuesdays Dec. 9 - Dec. 16 6:00 - 9:00PM

Proactive Planning and Problem-Solving (.6 CEUs)

Do you feel like you are always reacting to the situations around you? Stressed about too much work, too many 'fires to put out,' communication issues, or lack of support from others? Learn to identify problems through recognition and analysis of their root causes, not just their symptoms which are often easier to see. Develop a future focus to anticipate rather than be surprised by issues. Understand, analyze and recommend solutions to your work processes and systems. Participants will implement a process improvement action plan for workplace success and career advancement. Fee: \$195

ITEM 9074-BAS2 C. LINDSTROM CCEC - Everett, 109
2 Wednesdays Nov. 12 - Nov. 19 6:00 - 9:00PM

Meet Your Instructor



Chris Lindstrom

- **Lean Six Sigma Green Belt: Foundations** pg. 12
- **Advanced Topics** pg. 12
- **Capstone** pg. 13
- **Test Preparation** pg. 13
- **Managing Priorities & Time** pg. 17
- **Proactive Planning and Problem-Solving** pg. 17

Chris has over 25 years of management consulting experience with technology companies such as AT&T, NCR, T-Mobile, Lucent and Microsoft in the areas of organizational strategy for growth and cost reduction, product and service design, supply chain management, software engineering, and process engineering. He is a certified Lean Six Sigma Master Black Belt and senior member and board member of the Seattle American Society for Quality (ASQ) section. He has a Master's of Science degree in Electrical and Computer Engineering from the University of South Carolina with an emphasis in neural networks and artificial intelligence. He holds a Bachelors of Science degree in Electrical Engineering from the University of Nebraska. Chris Lindstrom is the founder and managing partner at Ceptara Corporation in the greater Seattle area.

BACHELOR OF ARTS IN MANAGEMENT (BAM)

Customizable education programs that lead toward a
Bachelor of Arts in Management – Organizational Excellence Degree
through a partnership between EvCC and City University of Seattle

JUMP START YOUR CAREER

- Courses are designed for the busy adult
- Receive up to 45 college credits for previous documented industry trainings and other classes
- Earn professional certificates first, and stack your education to earn your degree

CHOOSE PROFESSIONAL CERTIFICATES TO APPLY TOWARDS YOUR DEGREE

- Project Management
- High Performance Management
- Human Resources Management
- Manufacturing Operations Management
- Lean Six Sigma

Get started now! Attend an information session on
September 8, Noon – 12:30 or 5:30 – 6pm at 2333 Seaway Blvd., Everett
Questions? Email SkillForce@everettcc.edu or www.EverettCC.edu/BAM

CATIA v5

See pages 7 & 8 for all CATIA classes.

Computer Basics & Desktop Applications

Welcome to Computers:
Using Windows 7 (.6 CEUs)

Get to know Windows 7 basics – even if you have limited or no computer experience. Explore the Windows 7 environment and general computer concepts. Learn multitasking techniques; how to create and save files; how files, folders, and drives are organized; plus how to create, organize, and manage folders. Discover Windows 7 accessories, common tools and programs available and how to customize the desktop to suite your needs and add shortcuts. Textbook included (\$20 value). Fee: \$195

ITEM 8860-B452	W. BERKLEY	CEC - Everett, 126
1 Saturday	Sep. 20	9:00AM - 4:00PM
ITEM 8862-B452	W. BERKLEY	CEC - Bothell, CCI-211
1 Friday	Sep. 26	9:00AM - 4:00PM

Access 2010 Level 1: The Basics (.7 CEUs)

Managing large amounts of complex information is common in today's business environment and, if done properly, can provide any business an edge over the competition. This course is for those who want to explore the fundamentals of Microsoft Access and practice general database design. Topics include database management; adding and deleting records; sorting and updating records; running reports; creating and modifying tables; examining table relationships; querying the database; adding and designing forms; and creating and modifying reports. Prerequisite: Basic proficiency with Windows, keyboard, and mouse and good working knowledge of Word and Excel highly recommended. Textbook included (\$20 value). Fee: \$195

ITEM 8822-B452	C. HANKS	CEC - Bothell, CCI-211
1 Saturday	Oct. 11	8:30AM - 4:30PM
ITEM 8866-B452	S. SAUNDERS	CEC - Everett, 126
1 Friday	Oct. 24	8:30AM - 4:30PM

Access 2010 Level 2:
Beyond the Basics (.7 CEUs)

In this course, you will consider how to maintain data consistency, how to customize database components, improve queries, forms, and reports; and how to share Access data with other applications. Prerequisites: Access 2010 Level 1 or equivalent experience. Textbook included (\$20 value). Fee: \$195

ITEM 8819-B452	C. HANKS	CEC - Everett, 126
1 Friday	Nov. 7	8:30AM - 4:30PM
ITEM 8868-B452	C. HANKS	CEC - Bothell, CCI-211
1 Saturday	Nov. 22	8:30AM - 4:30PM

Access 2010 Level 3:
Advanced Features (.7 CEUs)

Move beyond a simple database and on to a robust, highly functional one. The results will be a joy for users to work and make their jobs much easier. You will learn to work with related tables; create advanced queries, forms and reports; write macros to automate common tasks; and perform general database maintenance. Prerequisites: Access 2010 Level II or equivalent experience. (Textbook included (\$20 value). Fee: \$195

ITEM 8887-B452	C. HANKS	CEC - Bothell, CCI-211
1 Saturday	Dec. 13	8:30AM - 4:30PM

Excel 2010 Level 1:
Spreadsheet Basics (.7 CEUs)

This class presents the basic concepts of spreadsheets with hands-on practice using Microsoft Excel. Topics include creating and modifying a worksheet; performing calculations; formatting a worksheet, including font size and type, number formats, merge cells, and applying formats and styles; developing a workbook; printing workbook contents; and customizing layout. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8877-B452	S. SAUNDERS	CEC - Everett, 126
1 Saturday	Sep. 27	8:30AM - 4:30PM
ITEM 8850-B452	S. SAUNDERS	CEC - Bothell, CCI-211
1 Friday	Oct. 3	8:30AM - 4:30PM
ITEM 8869-B452	C. GATES	CEC - Everett, CCI-126
1 Friday	Oct. 17	8:30AM - 4:30PM
ITEM 8875-B452	C. GATES	CEC - Bothell, CCI-231
1 Saturday	Oct. 25	8:30AM - 4:30PM
ITEM 9413-B452	S. SAUNDERS	CEC - Bothell, CCI-211
1 Saturday	Dec. 6	8:30AM - 4:30PM

Excel 2010 Level 2:
Beyond Excel Basics (.7 CEUs)

You possess the basic skills of Excel and now want to produce advanced spreadsheets. Discover how easy it is to increase your productivity, streamline repetitive tasks, and enhance the visual effectiveness and appeal of your spreadsheets. Topics include organizing worksheets and table data using various techniques, creating and modifying charts, calculations with advanced formulas, analyzing data using PivotTables and PivotCharts, and customization of the workbook in the Excel environment. Prerequisite: Excel 2010 Level 1, or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8879-B452	S. SAUNDERS	CEC - Bothell, CCI-211
1 Friday	Oct. 31	8:30AM - 4:30PM
ITEM 8879-B452	S. SAUNDERS	CEC - Everett, 126
1 Saturday	Nov. 15	8:30AM - 4:30PM

Excel 2010 Level 3:
Complex Workbooks (.7 CEUs)

Develop skills necessary to collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, import and export data, and use Excel with the web. Prerequisite: Excel 2010 Level 1 and 2 or equivalent knowledge. Textbook included (\$20 value). Fee: \$195

ITEM 8881-B452	C. HANKS	CEC - Bothell, CCI-211
1 Friday	Dec. 5	8:30AM - 4:30PM

PowerPoint 2010: Level 1 (.7 CEUs)

Create more effective and engaging presentations. You will discover new skills to create a visually appealing presentation for your audience; edit an existing presentation; add images, charts and graphics; and improve your presentation preparation. PowerPoint 2010 is used, but this course is appropriate for users of other versions as well. Topics include creating a presentation, formatting text slides, adding graphical objects, modifying objects, adding tables and charts, and preparation to deliver a presentation. Prerequisite: Basic proficiency with Windows, keyboard, and mouse. Textbook included (\$20 value). Fee: \$195

ITEM 8825-B452	S. SAUNDERS	CEC - Bothell, CCI-211
1 Friday	Oct. 17	8:30AM - 4:30PM
ITEM 8831-B452	C. GATES	CEC - Everett, 126
1 Saturday	Nov. 1	8:30AM - 4:30PM

PowerPoint 2010: Level 2 (.7 CEUs)

Enhance your presentation by using features that will transform it into a powerful means of communication. Learn to customize PowerPoint interfaces to incorporate features to create dynamic and visually appealing presentations. This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work. Prerequisite: Completion of PowerPoint 2010 Level 1 or equivalent knowledge and skills. Textbook included (\$20 value). Fee: \$195

ITEM 8829-B452	C. GATES	CEC - Everett, 126
1 Friday	Nov. 14	8:30AM - 4:30PM

Word 2010 Level 1:**Word Processing Basics (.7 CEUs)**

Discover how to produce quality standard business documents using Microsoft Word 2010. Topics include creating and editing a new document; formatting text and paragraphs; adding tables and graphic elements; proofing documents; and page setup and document appearance. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8871-B452	C. GATES	CEC - Bothell, CCI-211
1 Saturday	Sep. 27	8:30AM - 4:30PM
ITEM 8859-B452	C. GATES	CEC - Everett, 125
1 Friday	Oct. 10	8:30AM - 4:30PM

Word 2010 Level 2:**Beyond Word Basics (.7 CEUs)**

Do you have basic word processing skills and want to know more about the exciting tips and tricks of Microsoft Word? In this course, you will customize tables, charts, and styles; modify pictures; create customized graphic elements; structure content using Quick Parts, automate document creation and common tasks, and perform mail merges. Prerequisite: Word Level 1 or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8873-B452	S. SAUNDERS	CEC - Bothell, CCI-211
1 Saturday	Oct. 18	8:30AM - 4:30PM
ITEM 8867-B452	S. SAUNDERS	CEC - Everett, 125
1 Friday	Nov. 14	8:30AM - 4:30PM

Word 2010 Level 3:**More Complex Documents (.7 CEUs)**

Are you already using Microsoft Word to create complex documents? Add value by learning to use more advanced features. This course is targeted towards students who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents, all using the familiar tools in the Microsoft Office suite. Topics include integrating Microsoft Word with other programs, collaborating on documents and version control, simplifying the use of long documents, and securing documents. Prerequisite: Word 2010 Level 2, or equivalent experience. Textbook included (\$20 value). Fee: \$195

ITEM 8861-B452	S. SAUNDERS	CEC - Everett, 126
1 Friday	Nov. 21	8:30AM - 4:30PM

OneNote (.7 CEUs)

Learn to create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft OneNote 2010. Target Student: This course is designed for users who take notes and use automated tools to organize and manage the notes. Fee: \$195

ITEM 8872-B452	C. HANKS	CEC - Bothell, CCI-211
1 Friday	Nov. 14	8:30 - 9:30PM

SharePoint Foundations 2010:**Level 1 (1.4 CEUs)**

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows SharePoint services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site. Prerequisite: Windows, file management and browser experience. Textbook included (\$45 value). Fee: \$395

ITEM 8885-B452	C. HANKS	CEC - Everett, 125
2 Sessions F/Sa	Sep. 26 - Sep. 27	8:30AM - 4:30PM
ITEM 8880-B452	C. HANKS	CEC - Bothell, CCI-221
2 Fridays	Oct. 3 - Oct. 10	8:30AM - 4:30PM

**SharePoint Foundations 2010:
Level 2 (1.4 CEUs)**

Learn to manage team sites as a site owner and as a Windows SharePoint Services administrator. You will learn how to manage document libraries, work flow, security, site usage and maintenance. This course is designed for individual contributors or departmental staff in a variety of job roles, such as administrative assistants, functional or operations managers, with basic SharePoint skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech professionals. Prerequisite: SharePoint Level 1. We also recommend some familiarity with basic Windows server concepts such as Windows 2003, PowerShell, basic concepts of coding and scripting, and Internet Information Server (IIS). Textbook included (\$45 value). Fee: \$379

ITEM 8888-B452	C. HANKS	CEC - Bothell, CCI-231
2 Saturdays	Nov. 8 - Nov. 15	8:30AM - 4:30PM

**Linked in Groups****EvCC Business & Industry Solutions**

Discuss employee training opportunities and discover what employer resources are available through EvCC.

EverettCC.edu/CEEC



SQL SERVER DEVELOPER CERTIFICATE PROGRAM

Make better data-driven business decisions.

- Make sound business decisions based on accurate and current information
- Leverage productive analytical techniques that drive better risk assessments and business potential
- Attend classes at an official Microsoft IT Academy school Registered Education Provider

SQL Server Developer Certificate

Certificate requires completion of 72 course hours:

REQUIRED COURSES (72 hours)	HOURS
Databases Designs and Concepts	12
SQL Programming Level 1	12
SQL Programming Level 2	12
SQL Server Administration	24
Data Warehouse Design	12

ATTEND A FREE INFORMATION SESSION

Wednesday, August 20, 4:30 - 5:30PM, CCEC-Everett

For more information, go to
www.everettcc.edu/BusinessIntelligence

Questions about the program?
Contact Customer Service at (425) 267-0150 or
learn@everettcc.edu

SQL Server Developer Certificate

Database

SQL Server Developer Series (7.2 CEUs)

This entry level certificate program provides you foundational skills needed for Microsoft's SQL Server 2012 administration and development. You move from simple to complex aspects of SQL, including programming, data warehousing and SQL administration. In addition, this series of classes is designed to help you prepare for Microsoft Solution Associate SQL Server 2012 exams; 461, 462, and 463. Enroll in all five classes (see below) for a savings of \$100!

- Database Designs and Concepts
- SQL Programming Level 1
- SQL Programming Level 2
- SQL Server Administration
- Data Warehouse Design

Fee: \$1965

ITEM 8895-B452 R. ROOT, R. LEICKLY, C. TORRICO
18 Sessions Sep. 22 - Dec. 9 \$30 - 9:30PM

Please see individual courses for schedule details.

Databases Designs and Concepts (1.2 CEUs)

Learn how to create real-world, professional databases. In this class you will see how data base designs affect usability and performance and how you can design for both. You will learn the rules of 'normalization' and when to bend those rules as you create multiple database prototypes in class. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Prerequisites: Familiarity with spreadsheets and the Windows Operating System. Textbook included (\$50 value). Fee: \$345

ITEM 8886-B452 C. TORRICO CCEC - Bothell, CCI-211
3 Sessions M/W Sep. 22 - Sep. 29 \$30 - 9:30PM

SQL Programming Level 1 (1.2 CEUs)

In this hands-on class you will learn the basics of SQL programming. This class focuses on how to create and run SQL statements and the statements that matter most to database professionals. Topics include: Insert, Updates, Deletes, Joins, Group By, Aggregates, and many more SQL programming statements. This class will be taught using Microsoft SQL server; the concepts learned are applicable to all database software. Prerequisites: Databases Designs and

Concepts or equivalent knowledge. Textbook included (\$50 value). Fee: \$345

ITEM 8826-B452 R. LEICKLY CCEC - Bothell, CCI-211
3 Sessions Tu/Th Oct. 2 - Oct. 9 \$30 - 9:30PM

SQL Programming Level 2 (1.2 CEUs)

Learn advanced SQL programming techniques using 'store procedures' and other programming constructs. You will create many in-class examples that you can use on the job. Topics include: Views, Function, Stored Procedures, Indexing, Security, and many more. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Prerequisites: SQL Programming level 1 or equivalent knowledge. Textbook included (\$50 value). Fee: \$345

ITEM 8828-B452 R. LEICKLY CCEC - Bothell, CCI-211
3 Sessions Tu/Th Oct. 14 - Oct. 21 \$30 - 9:30PM

SQL Server Administration (2.4 CEUs)

How do you manage databases and security configurations in SQL 2012? Come and discover the answers with us in this class! Topics include: Server and database configurations, SQL Agent automation, security, indexing and performance tuning. This class will be taught using Microsoft SQL server 2012, but concepts learned are applicable to all version of Microsoft SQL server. Fee: \$645

ITEM 8830-B452 R. ROOT CCEC - Bothell, CCI-211
6 Sessions Tu/F Oct. 28 - Nov. 18 \$30 - 9:30PM
No class November 11.

Data Warehouse Design (1.2 CEUs)

What's the difference between a standard database and a data warehouse database? What is a Star or Snowflake schema? In this class you will find the answers to these questions and others as you create functioning data warehouses. By using simple examples and explaining complex jargon in everyday terms this class will take the mystery out of data warehouse design. Topics include: Star and Snowflake schemas, Fact and Dimension table designs, Measures and Dimensional attributes, and much more. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 2 or equivalent knowledge. Textbook included (\$50 value). Fee: \$345

ITEM 8832-B452 R. ROOT CCEC - Everett, 126
3 Sessions M/W/F Sep. 22 - Sep. 26 \$30 - 9:30PM
ITEM 9411-B452 R. ROOT CCEC - Bothell, CCI-211
3 Sessions Tu/Th Dec. 2 - Dec. 9 \$30 - 9:30PM

Programming

FREE Information Session:

C#/.NET Programming

Learn about Everett Community College's New C# and ASP.NET Program. In this FREE one hour session, you will have an opportunity to meet your instructors. We will discuss getting started, the program requirements and career opportunities. Get your questions answered, while learning if the C# ASP.NET program is right for you. Registration required.

8411-8452	R. ROOT	CCEC - Bothell, CCI-211
1 Monday	Aug. 20	6:30-7:30AM

C# Level 1 (2.4 CEUs)

Learn to program using Microsoft's Visual Studio and the C# language. In this class you will learn to use basic programming constructs such as loops, conditionals, and methods to create simple applications. You will see how easy it is to start your programming career using the C# language. This class will be taught using Visual Studio 2012, but the concepts learned are applicable to previous version of Visual Studio and C#. This course is based on C# 2010 Joets to Pros by Vinay Chopra. This 380-page book (\$30 value) is included. Fee: \$785

ITEM 8816-8452	C. TORIKKO	CCEC - Bothell, CCI-211
6 Sessions M/W	Oct. 1 - Oct. 20	5:30 - 9:30PM

C# Level 2 (2.4 CEUs)

In this hands-on class you will learn the concepts and implementation of Object Oriented Programming (OOP). This class focuses on the practical use of OOP's three key aspects; Inheritance, Abstraction, and Polymorphism. This class will be taught using Visual Studio 2012, but the concepts learned are applicable to previous version of Visual Studio and C#. Fee: \$785

ITEM 8812-8452	C. TORIKKO	CCEC - Bothell, CCI-211
6 Sessions M/W	Oct. 22 - Nov. 10	5:30 - 9:30PM

C# Level 3 (2.4 CEUs)

Learn advanced C# programming techniques to create data driven applications. Topics include the use of ADO.NET, LINQ, the Entity Framework, plus 'store procedures', views, and other database programming constructs. This class will be taught using Visual Studio 2012, but the concepts learned are applicable to previous version of Visual Studio and C#. Fee: \$785

ITEM 8815-8452	C. TORIKKO	CCEC - Bothell, CCI-211
6 Sessions M/W	Nov. 17 - Dec. 8	5:30 - 9:30AM

No class November 26.

Graphics & Publishing

WordPress (1.2 CEUs)

Learn to establish a web presence quickly and easily using WordPress. There are no software or hosting requirements to get started. Just sign up for an account, personalize your profile, and start posting content right away. Learn to add images and videos, formatting, creating custom themes, and attracting readers with social sharing, and more. Fee: \$315

ITEM 8839-8452	J. AGUILERA	CCEC - Everett, 125
4 Thursdays	Oct. 2 - Oct. 23	6:00 - 9:00PM
ITEM 8838-8452	J. AGUILERA	CCEC - Bothell, CCI-211
3 Saturdays	Oct. 18 - Nov. 1	9:00AM - 4:00PM

Network

Network Fundamentals (1.8 CEUs)

This course is designed to help you perform a complete network installation as well as understand common troubleshooting and maintenance techniques. Learn the necessary information for networking technologies, installation and common network problem areas. Topics also include media access control methods, topologies, cabling, ethernet, Token Ring, ARCnet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models. Prerequisite: fundamental understanding of computer concepts and basic Windows skills. Textbook included (\$35 value). Fee: \$450

ITEM 8836-8452	N. DEVOGEL	CCEC - Everett, 110
3 Sessions Th/F/Sa	Nov. 20 - Nov. 22	9:00AM - 3:45PM

ONLINE LEARNING

No time for a regular class schedule?

No Problem.

We have you covered.

ONLINE NON-CREDIT CLASSES \$109

Can't make it to class on a regular schedule? In collaboration with Ed2Go, EvCC's Corporate & Continuing Education Center now offers a wide variety of non-credit classes online. The courses are taught by instructors who are famous for their ability to create warm and supportive learning communities, plus are affordable, fun, fast and convenient! For a full list of course titles and descriptions, visit the class web site:

www.ed2go.com/everett
and select "Courses."

While visiting the web site, test drive a free sample class by selecting "demo" on the landing page!

Now Online Classes Work:

Each course costs \$109 and is six weeks in length. Each class has a set beginning and end date. You have two class sessions to choose from for each quarter:

Aug 20 - Sept 26

Sept 17 - Oct 24

Oct 15 - Nov 21

SMALL BUSINESS ACCELERATOR

Accelerate your company's growth and profit.



ATTEND A FREE INFORMATION SESSION

Monday, August 25, 6:00 - 7:30PM, CCEC-Everett

Thursday, September 4, 6:00 - 7:30PM, CCEC-Bothell

Monday, September 8, 6:00 - 7:30PM, CCEC-Everett

Been in business for 5 years?

Have 5 or more employees?

The Small Business Accelerator Program has helped others like you.

"One of the best decisions I have ever made was enrolling for the SBA program. Since then I have been committed to implementing tracking mechanisms which have helped our business steadily grow — we went from \$2M/yr and are headed to \$4M+ since enrolling—truly staggering results!" —*Guy Cochran, President & CEO, DVeStore, Inc.*

Watch a video at EverettCC.edu/Accelerator to see what other participants are saying about the program and to learn if this is the right next step for you and your business.

Learn more about the program and to sign up at
www.EverettCC.edu/Accelerator

 **EVERETT**
COMMUNITY COLLEGE

CERTIFICATION PROGRAMS / HEALTH & FITNESS

Flagging & Traffic Control

Flagging and Traffic Control Certification (.6 CEUs)

This course fulfills the WA State training requirements for certification as a flagger. Course consists of lecture, slide presentation, and mock traffic situations. You will receive a certification card validated for three years. You must be 18 years of age or older. There is a half-hour lunch break and you are encouraged to bring a sack lunch. Pre-registration is required at least three days before class start date; however, it is recommended you register two weeks in advance. Payment is due at the time of registration. Note: We can also arrange a class for your employees at your business or at our training site. Call us for more information at 425-267-0150. Fee: \$59

ITEM 9142-B452	M. FOY	CCEC - Everett, 110
1 Saturday	Aug. 30	8:00AM - 2:30PM
ITEM 9901-B452	M. FOY	CCEC - Everett, 110
1 Saturday	Sep. 13	8:00AM - 2:30PM
ITEM 9141-B452	M. FOY	CCEC - Everett, 110
1 Saturday	Sep. 27	8:00AM - 2:30PM
ITEM 9144-B452	M. FOY	CCEC - Bothell, CCI-021
1 Saturday	Oct. 18	9:00AM - 3:30PM
ITEM 9902-B452	M. FOY	CCEC - Everett, 110
1 Saturday	Oct. 25	8:00AM - 2:30PM
ITEM 9145-B452	M. FOY	CCEC - Bothell, CCI-021
1 Saturday	Nov. 22	9:00AM - 3:30PM
ITEM 9137-B452	M. FOY	CCEC - Everett, 110
1 Friday	Dec. 5	8:00AM - 2:30PM

Personal Trainer National Certification

Personal Trainer National Certification (3.6 CEUs)

Get all the information you need to become a Certified Personal Trainer. This class prepares you to work with clients one-on-one. Lecture includes anatomy, exercise physiology, nutrition, muscle and skeletal injuries, and health screening. The National Exam is held on the ninth week. You will then participate in a 30-hour internship program where you will have the opportunity to network with employers and get valuable experience applying your skills. You will receive your national certification after you have successfully completed the national exam, your internship, and proof of CPR/AED certification. For more information and to

order your textbook visit www.witseducation.com or call 1-888-330-9487. It is recommended you order your textbook early and study the material immediately as this is a challenging course for the novice. You must be 18 years or older. Fee: \$680

ITEM 9310-B452	STAFF	CCEC - Everett, 230
9 Saturdays	Oct. 4 - Dec. 6	11:00AM - 4:00PM
Class meets 11am-1pm at EvCC's Corporate & Continuing Education Center and 2pm-4pm at Columbia Athletic Club, 505 125th Street SE, Everett.		
No class November 29.		

CPR: For the Healthcare Provider

American Heart Association Healthcare Provider Online Training and Skills Verification Course

Save time and money by taking a portion of your BLS for the Healthcare Provider course online. After taking the didactic portion of class online and at your own pace, you are eligible to demonstrate healthcare provider CPR skills in this Skills Verification course. To complete the online portion of class go to the American Heart Association (AHA) web site at www.onlineaha.org from any Internet-connected device. The course to choose is BLS for Healthcare Providers Online Part One. After successfully completing the online course and passing the online exam, print out your certificate. The certificate must have the American Heart Association burning torch logo and must say American Heart Association Healthcare Provider Online Part One. You must bring your certificate to the Skills Verification course. The cost for the online part is \$22 and paid by direct card to the AHA web site. The AHA fee is in addition to the cost for the Skills Verification course. In class you will successfully demonstrate the healthcare provider skills learned during the online portion of class. Upon successful demonstration of the skills, an American Heart Association Healthcare Provider certification will be issued at the end of class. This is a 60-90 minutes class (depending on attendance) allowing for minimal practice and successful completion of skills. Taught by "I Know CPR." Fee: \$65

ITEM 9307-B452	1 KNOW CPR	CCEC - Everett, 109
1 Wednesday	Oct. 22	6:30 - 8:00PM
ITEM 9306-B452	1 KNOW CPR	CCEC - Everett, 109
1 Saturday	Nov. 22	9:30AM - 11:00AM

Health & Fitness

Weekday Wake-up Fitness Program (4.2 CEUs)

Starting a fitness program is easier than you think! Join us each weekday for a variety of fitness training. We'll start the week on Monday with ZUMBA®, a dance fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exhilarating, and effective fitness system. Tuesday we'll work on cardiovascular fitness, muscular endurance, and flexibility through the use of weight machines, treadmills, rowing machines, and exercise bikes. ZUMBA® will be repeated on Wednesday and cardiovascular training will be repeated on Thursday. This class is perfect for all shapes, sizes, and exercise levels. Class meets at the EvCC Fitness Center; Multipurpose room (FIT 231) Mondays, Wednesdays; Fitness & Weight room (FIT 148) Tuesdays, Thursdays. Fee: \$150

ITEM 9217-B452	S. TAGG, M. GIBSON	Fitness Center, 231
Meets Daily	Sep. 22 - Dec. 4	6:30 - 7:30AM
No class November 11 and 27.		

Weekday Wake-up Zumba Only (2.2 CEUs)

This course is for those only interested in attending the Zumba portion of the Weekday Wake-up fitness program on Mondays and Wednesdays. Fee: \$75

ITEM 9386-B342	M. GIBSON	Fitness Center, 231
22 Sessions M/W	Sep. 22 - Dec. 3	6:30 - 7:30AM

Weekday Wake-up Cardio Only (2.0 CEUs)

This course is for those only interested in attending the Cardio portions of the Weekday Wake-up fitness program on Tuesdays and Thursdays. Fee: \$75

ITEM 9384-B342	S. TAGG	Fitness Center, 148
20 Sessions Tu/Th	Sep. 23 - Dec. 4	6:30 - 7:30AM

See EverettCC.edu/CCEC for Circuit Fitness for Seniors and other exciting health and fitness classes.

PERSONAL INTEREST

Everett Chorale

Enjoy learning a variety of choral music and have the opportunity to perform for our community through concerts and outreach performances. Previous choral singing is recommended and an informal audition is required. The 90 voice Everett Chorale performs at the Everett Performing Arts Center. The rehearsal location will be confirmed by early September. Special performance dress is required. Deadline for 100% refund is 10 days after the first rehearsal. There is no 50% refund. Course cost includes a \$5 registration fee which is non-refundable. For more information visit www.everettchorale.org. Fee: \$50

ITEM 9294-B452	STAFF	Offsite
14 Sessions M/ Su	Sept. 15 - Dec. 7	7:00 - 9:30PM

Creative Arts

Beginning Drawing (1.2 CEUs)

Drawing is the foundation of the visual arts, anyone can learn to draw! This class will build a solid foundation of drawing skills to strengthen your ability to express your creativity! The instructor will demonstrate specific techniques such as how to render realistically using line and contour, shape and form, light and shadow, space and depth, proportion and perspective. Principles of composition will also be covered. All Levels of Skill Welcome. Please visit www.everettcc.edu/coursematerial for required supply list. Fee: \$169

ITEM 9219-B452 C. COLLINS FREEMAN	CEEC - Bothell, CC-201
6 Tuesdays	Sept. 30 - Nov. 4
	6:30 - 8:30PM
ITEM 9094-B452 C. COLLINS FREEMAN	CEEC - Everett, 116
4 Saturdays	Nov. 15 - Dec. 13
	10:00AM - 1:00PM

No class November 29.

Watercolors and Ink Sketchbooking as a Visual Journal of Your Life (1.2 CEUs)

This course is for both the beginning and the seasoned artist who want to explore how to create illustrated journals using both words and drawings to explore their world. We will learn how to get into the habit of making art a daily practice by filling up sketchbooks with our every day experiences. Discover the joy of exploring your life by keeping a sketchbook as a visual journal! Level: Beginner and Intermediate. Fee: \$165

ITEM 9279-B452 C. COLLINS FREEMAN	CEEC - Bothell, CC-201
6 Thursdays	Oct. 2 - Nov. 6
	6:30 - 8:30PM
ITEM 9280-B452 C. COLLINS FREEMAN	CEEC - Everett, 116
4 Saturdays	Nov. 15 - Dec. 13
	2:00 - 5:00PM

No class November 29.

Ready, Set, Sew: Basic-Advanced Sewing Techniques (1.2 CEUs)



Discover the basics or explore advance technique in how to use a sewing machine, understand sewing vocabulary, use a retail paper pattern or learn how to make your own and find how various sewing notions will make sewing easier. Build your confidence while making unique, one of a kind projects made by YOU. You choose the projects you want to sew. The atmosphere is fun and flexible. Recommendation: Bring your own sewing machine and sewing supplies. Register early class limit is 6. Fee: \$160

ITEM 9208-B452	K. ERICKSON	Off site
4 Mondays	Sept. 15 - Oct. 6	6:00 - 9:00PM
Class meets at 3231 Creatives at 3231 Broadway in Everett.		
ITEM 9209-B452	K. ERICKSON	Off site
4 Saturdays	Oct. 25 - Nov. 15	10:00AM - 1:00PM
Class meets at 3231 Creatives at 3231 Broadway in Everett.		

Creative Welding (1.2 CEUs)

Discover the creative side of the torch! This course is designed to familiarize you with the safe and productive use of the welding shop and equipment as well as a foundation of solid techniques that will also fire up your ability to create with metal. Each participant will produce 2-3, three-dimensional simple projects starting with an ornamental rose made from 22-gauge sheet metal; a perfect addition to your garden or as a hand-made gift you'll be proud to give. All project materials included; students are to supply their own gauntlet leather gloves and safety glasses. No prior welding experience required. This course may be repeated and students can choose another project with instructor permission. Class meets at the Sno-Isle Tech Skills Center, 9001 Airport Road, Bldg. 2, Everett. Fee: \$285

ITEM 9260-B452	R. THRONSEN	Sno-Isle, Welding Bldg 2
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Been in business for 5 years? Have 5 or more employees?

The Small Business
Accelerator Program
has helped others like you.

See page 22 for details.

Kirkland Arts Center

Everett Community College's Corporate & Continuing Education Center (EvCC CCEC) is a partner with the Kirkland Arts Center (KAC). KAC's mission is to promote artistic mastery and public participation in the visual arts through innovative classes, contemporary exhibitions, and events. KAC offers classes for toddlers, youth, teens, and adults year round. Classes are available weekdays, both daytime and evening, as well as weekends. Topics Include but are not limited to Art History, Ceramics, Digital Media, Drawing, Glass, Painting, Printmaking, Watercolor, and many more. To view classes visit www.kirklandartscenter.org

If you are interested in these courses through KAC and are also interested in earning clock hours, you must register with EvCC CCEC as well as KAC.

Personal Business, Finance, & Investment

Create a Website for Fun, Profit and Business! (.35 CEUs)

No programming required! Discover easy-to-use, drag & drop design tools that can build your personal or business website in 60 minutes! Covers social media marketing, how to optimize your site for smart phones and the tips and traps of website design. Plus how to create money generating Affiliate websites. Taught by a multi award-winning instructor and published author from Seattle. Fee: \$89

ITEM 9098-B452	K. BOYD	CEEC - Everett, 110
1 Tuesday	Dec. 2	6:00 - 9:30PM

eBay 1: The Basics of Selling (.3 CEUs)

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies,

how to print shipping labels from your home computer and get FREE home pickup. This is an official eBay University class taught by multi-award winning eBay instructor and published author from Seattle. Fee: \$69

ITEM 9196-8452 K. BOYD CCEC - Everett, 109
1 Wednesday Dec. 3 6:00 - 9:00PM

eBay 2 - Advanced Selling Strategies (.3 CEUs)

Learn the "Insider Tips and Strategies" that will draw the most bids, maximize sales and beat your competition. Covers how to find a profitable niche, what to sell, what to avoid and how to use Drop Shippers to minimize inventory costs. Includes eBay research, marketing and photography tips, eBay Stores, plus how to find reputable suppliers. Taught by multi-award winning eBay instructor and published author from Seattle. Fee: \$69

ITEM 9197-8452 K. BOYD CCEC - Everett, 109
1 Thursday Dec. 4 6:00 - 9:00PM

eBay Series (.6 CEUs)

Enroll in both courses for a savings of \$38! Fee: \$100

ITEM 9198-8452 K. BOYD CCEC - Everett, 109
2 Sessions W/Th Dec. 3 - Dec. 4 6:00 - 9:00PM

How To Start A Business (.3 CEUs)

You've thought about it, now make it happen. Learn the step-by-step process of getting started. Topics include types of business ownership; your federal, state, county, and city tax and licensing obligations; copyrights, trademarks, and trade name. We will also discuss how to set priorities to accomplish personal and business goals and much more. Fee: \$69

ITEM 9097-8452 M. O'DELL CCEC - Everett, 109
1 Thursday Oct. 23 6:00 - 9:00PM

Protecting Great Ideas -

A Starting Place for Inventors (1.0 CEUs)

Do you have a great idea for a product or service and found a market need? Early actions are critical to securing intellectual property in the invention and its ultimate value. The best first move is to become familiar with the law and ways to protect the invention. This course will introduce inventors to key principles of intellectual property law that provide the foundation for decision making and monetizing the invention. The class will prepare inventors to take their creations to the next level. Fee: \$198

ITEM 9195-8452 L. BEHADO CCEC - Bothell, CT-011
5 Wednesdays Oct. 15 - Nov. 12 6:00 - 8:00PM

Retirement Planning Today* (.6 CEUs)

Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn how to define long-term goals and return from the class with practical information you can apply immediately. This course includes a 225-page illustrated textbook. Couples may attend together for a single registration fee. Fee: \$59

ITEM 9190-8452 T. MCILRATH CCEC - Everett, 109
2 Thursdays Sep. 25 - Oct. 2 6:30 - 9:30PM
ITEM 9191-8452 T. MCILRATH CCEC - Everett, 239
2 Saturdays Sep. 27 - Oct. 4 9:00AM - 12:00PM

The Financial ABCs of Retirement Planning (.6 CEUs)

Learn how to limit your exposure, and how the market impacts your IRA, 401(k), 403(b) or other retirement accounts. We'll cover varied aspects of conservative investing, such as changes in investing paradigms, history of markets, impact of bear markets, retirement budgeting, aspects of financial decisions, and more, while highlighting the ABC Model of Investing. The course is based on the book Bat-Socks, Vegas and Conservative Investing, by author and financial planner David P. Wick and its companion, The Financial ABCs of Retirement Planning Workbook. Both books included in course fee. Couples may attend together for a single registration fee. Fee: \$59

ITEM 9188-8452 R. KEPPLER CCEC - Bothell, CT-021
3 Tuesdays Oct. 21 - Nov. 4 6:00 - 8:00PM
ITEM 9189-8452 R. KEPPLER CCEC - Bothell, CT-011
2 Saturdays Nov. 1 - Nov. 8 9:00AM - 12:00PM

Become a Mystery Shopper (.3 CEUs)

Yes, there is such a thing as a free lunch! Companies hire people to make observations on their stores and employees. They need the information to train workers and improve customer service, and the result is that you get to earn money while you shop and eat! Learn who is hiring, what companies expect, writing a great evaluation, tax reporting, common scams, and how to get started. Class cost includes workbook (\$25 value). Fee: \$59

ITEM 9199-8452 B. MOORADIAN CCEC - Everett, 109
1 Wednesday Oct. 29 6:30 - 9:30PM

Is it a Real Work at Home Job or Scam? (.3 CEUs)

If you need extra ways to supplement your income but can't figure out what is legitimate, then this class is for you! The first half of this class focuses heavily on the marketing trick of scammers. You'll learn how to track emails, trace IP addresses and research companies, giving you confidence to recognize scammers from legitimate work. The second part of the class will provide you with over 170 resources on how to make extra income (besides selling your life on eBay), as well as over 140 legitimate companies that hire at-home workers. Basic Internet and email skills required. Course fee includes \$25 book with listings. Fee: \$59

ITEM 9184-8452 B. MOORADIAN CCEC - Everett, 110
1 Thursday Oct. 9 6:30 - 9:30PM

Creative & Novel Writing

Novel Preparatory Workshop (.4 CEUs)

Writing a book does not have to take years. Learn tools on how to focus energy and your thoughts on creating quickly. We will discuss methods to smooth the initial stages of development and include tips on clarifying themes, developing characters, erecting synopses and chapter outline templates, and sorting through person, tense, setting, mood, tone, and voice. Work on already started ideas and novels or just gather tools for future projects. Come and work on the NaNo (novel in a month) or just accelerate progress for your works. Fee: \$79

ITEM 9266-8452 A. HUFF CCEC - Everett, 110
1 Saturday Oct. 18 10:00AM - 2:00PM

Character Development in Writing - Online (1.0 CEUs)

Fee: \$89
Item 9269-8452 A. HUFF Online

Commas To Content: Edit Your Own Writing - Online (1.0 CEUs)

Fee: \$89
Item 9277-8421 A. HUFF Online

Creating A Selling Novel - Online (1.0 CEUs)

Fee: \$89
Item 9275-8452 A. HUFF Online

Do You Want To Be An Editor? - Online (1.0 CEUs)

Fee: \$89
Item 9274-8452 A. HUFF Online

PERSONAL INTEREST

Freelance Writing - Online (1.0 CEUs)

Fee: \$89
Item 9271-B452 A. HUFF Online

Plot, Theme, Setting, and Dialogue, for Fiction - Online (1.0 CEUs)

Fee: \$89
Item 9271-B452 A. HUFF Online

Sell Your Nonfiction Book - Online (1.0 CEUs)

Fee: \$89
Item 9276-B452 A. HUFF Online

Write About Your Life - Online (1.0 CEUs)

Fee: \$89
Item 9273-B452 A. HUFF Online

Writing For Children - Online (1.0 CEUs)

Fee: \$89
Item 9268-B452 A. HUFF Online

See EverettCC.edu/CCEC for more creative writing courses.

Personal Growth & Development

Learning How to See Auras (.5 CEUs)

Have you always wanted to know more about what an aura is and how to see them? Join us to explore auras, the meaning of the colors, and how to read the aura of another person. We will also discuss the levels/layers/auric bodies; their unique frequency; how they are interrelated and affect feelings, emotions, thinking, behavior, and health. Grand Master Joanna K. Nielsen is an internationally respected spiritual healer, teacher and practitioner. Fee: \$59

ITEM 9265-B452 J. NIELSEN CCEC - Everett, TBO
1 Saturday Sep. 27 12:00 - 4:00PM

Introduction to the Path of The Tarot (.4 CEUs)

The tarot is a deck of 78 picture cards that has been used for centuries to reveal hidden truths. Join us for a fun journey of self-discovery. The hidden paths of knowledge unfold as you learn about its messages and symbolism. Understanding the key concepts, and knowing how to read and interpret the tarot, can provide insight and guidance to your life. Learning the tarot is informative and fun! Bring your tarot deck. Fee: \$59

ITEM 9223-B452 S. KONGIRA CCEC - Everett, TBO
1 Saturday Nov. 8 12:00 - 4:00PM

An Introduction to Voice Overs: Getting Started in Voice Acting (.2 CEUs)

Do you often find yourself listening to your favorite audiobook, commercial or cartoon character and thinking, "I could do that"? This fun and empowering workshop covers the different types of voiceovers and what tools are needed in order to find success in the industry. After class you will have the knowledge necessary to help you decide if this is something you'd like to pursue. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All. Fee: \$69

ITEM 9896-B452	VOICES FOR ALL	CCEC - Everett, TBO
1 Thursday	Oct. 16	6:00 - 8:00PM
ITEM 9897-B452	VOICES FOR ALL	CCEC - Bothell, TBO
1 Thursday	Oct. 23	6:00 - 8:00PM

Photography

Camera Fundamentals: A Basic Course (.8 CEUs)

Bring your digital DSLR camera to class. This introduction course will cover the fundamentals of camera operation: exposure, f/stops, shutter speeds, ISO, lenses, filters, and flash. A tripod is also recommended (students may contact instructor). Taught by Robert Stahl, MA in Art History. Instructor's work has appeared in National Geographic publications. Please visit www.everettcc.edu/coursematerial for required textbook. Fee: \$139

ITEM 9187-B452	R. STAHL	CCEC - Everett, 239
4 Tuesdays	Oct. 14 - Nov. 4	7:00 - 9:00PM

Beginner's Photography (.7 CEUs)

Take the mystery out of the buttons and dials on your camera. Topics include manual settings; exposure and white balance and focus; techniques for sharper images; controlling light and depth of field with Aperture; and so much more. The first and third sessions meet in the classroom and the second session is a field trip with hands-on experience and instructor expertise. Also included are post-production options and how to get the images out of your camera and onto your computer for sharing. Fee: \$129

ITEM 9187-B452	A. LAWRENCE	CCEC - Bothell & Offsite
3 Sessions Tue/Sat	Oct. 14, Oct. 21	
Class meets 7:00PM-9:00PM on October 14 and October 21.		
Class meets 9:00AM-12:00PM on October 18 and then to an offsite location.		

The Art of Seeing:

Photographic Composition (.8 CEUs)

The difference between a snapshot and a great photograph is having a complete understanding of composition and using it when behind the camera. We'll explore the rules of composition and learn to "see" with a composed photograph in mind. Topics include the rules of composition and why you should break them, visualizing your shots, eliminating clutter, and how to tell stories through your photographs. Includes peer-to-peer critiques and challenge bonus assignments. Class is open to any level and any type of camera. Fee: \$125

ITEM 9231-B452	A. LAWRENCE	CCEC - Bothell, CC-12
4 Wednesdays	Sep. 17 - Oct. 8	7:00 - 9:00PM

World Languages

American Sign Language IV (ASL& 221) (5 credits)

Continuation of ASL& 121, 122, and 123. Sequence of three courses at the intermediate level focusing on developing ASL fluency, ability to narrate events, make suggestions and requests, talk about and describe activities, family members, etc. and improve on these skills. Self-support, non-tuition class; class cost is \$534; an additional technology fee may also apply. Payment is due at time of registration. Last day for 100% refund is September 26. There is no 50% refund option. PR: ASL& 123 or equivalent. You must register through Enrollment Services for this class. Fee: \$534

9487-B452	BONTRAGER L/LEFORS P	EvC Main - IND 103
22 Sessions M/W	Sep. 22 - Dec. 3	5:00PM-7:10PM

French - Introduction (1.2 CEUs)

In this beginning French class you will explore this beautiful language in a fun and relaxed atmosphere. By the end of the class you will be able to form simple sentences, make small talk with a friend, order food in a restaurant, identify everyday objects, and understand some of the French customs. Please visit www.everettcc.edu/CCEC/coursematerial for required textbook information. Fee: \$139

ITEM 9088-B452	STAFF	CCEC - Bothell, TBO
6 Tuesdays	Sep. 30 - Nov. 4	6:00 - 8:00PM

French Level 1 (1.2 CEUs)

In this beginning French class you will explore this beautiful language in a fun and relaxed atmosphere. By the end of the class you will be able to form simple sentences, make small talk with a friend, order food in a restaurant, identify everyday objects, and understand some of the French customs. Please visit www.everettcc.edu/coursematerial for required textbook information. The same textbooks will be used for Levels 1 and 2. Fee: \$139

ITEM 9011-B452 C. DUCHESNE EvCC - Main, GWH, 264
6 Mondays Sept. 29 - Nov. 3 6:00 - 8:00PM

French Level 2 (1.2 CEUs)

In this second level of our beginning French class, you will reinforce your basic knowledge of this beautiful language in a fun and relaxed atmosphere! You will also improve your communication skills. By the end of the class you will be able to maintain a simple conversation about daily routines and events. Prerequisites: French Level 1 or instructor permission. Textbook is the same as Level 1. Fee: \$139

ITEM 9175-B452 C. DUCHESNE EvCC - Main, GWH, 264
6 Wednesdays Oct. 1 - Nov. 5 6:00 - 8:00PM

Italian - Introduction (1.2 CEUs)

Come and learn the basics of Italian. Lessons and activities include common and useful expressions for everyday life and also information about Italian culture. Introduction to basic grammar, verb conjugation, vocabulary and pronunciation are designed to give the students immediate speaking ability in Italian. This class is a perfect introduction for someone with no experience in the language or a refresher for those planning a trip to Italy. The instructor is a native speaker who has been teaching adult students for many years. Please visit www.everettcc.edu/coursematerial for required textbook information. Fee: \$139

ITEM 9075-B452 STAFF CCEC - Bothell, TBD
6 Wednesdays Oct. 8 - Nov. 12 6:30 - 8:30PM

Italian 1 (ITAL 121)

Beginning course in a sequence of courses to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way. Self-support, non-tuition class. Class cost is \$534 which does not include any other fees. Payment is due at time of registration. Last day for 100% refund is September 26. There is no 50% refund option. You must register through Enrollment Services for this class. \$534

9460-8342 BERTOLDI R Online
Sept. 22 - Dec. 5

Italian Level 1 (1.2 CEUs)

Learn the basics of Italian. Lessons and activities include common and useful expressions for everyday life and information about Italian culture. Introduction to basic grammar, verb conjugation, vocabulary and pronunciation are designed to give you immediate speaking ability in Italian. This class is a perfect introduction for someone with no experience in the language or a refresher for those planning a trip to Italy. The instructor holds an M.A. in Italian Studies from UW and has been teaching adult students for over 20 years. Please visit www.everettcc.edu/coursematerial for required textbook information. NOTE: Cost of textbook includes one year of access to the text's online Learning Site! \$139

ITEM 9167-B452 BERTOLDI R EvCC - Main, GWH, 166
6 Mondays Oct. 6 - Nov. 10 5:30-7:30PM

Spanish - Introduction (1.2 CEUs)

Come and learn the basics of Spanish in a practical and enjoyable way! The lessons and activities in this class will include the most common and useful expressions for everyday life. The introduction to basic grammar, verb conjugation, vocabulary, and pronunciation is designed to give you immediate speaking ability in Spanish. The class would be a perfect introduction or a refresher for those planning a trip to a Spanish-speaking region. Please visit www.everettcc.edu/coursematerial for required textbook information. Fee: \$139

ITEM 9076-B452 L. LORANG CCEC - Bothell, CC-161
6 Thursdays Sep. 25 - Oct. 30 6:30 - 8:30PM

(5 Credits)

Spanish Level 1 (1.2 CEUs)

Planning to visit a Spanish-speaking country? Let us help you prepare for an enjoyable trip. Join us to explore basic Spanish conversational phrases and vocabulary - how to order food in restaurants, use the transportation system, ask for assistance, and much more! This course will also include a video presentation and information on the diverse people and cultures of Latin America and Spain. No prior knowledge of Spanish is necessary. Please visit www.everettcc.edu/coursematerial for required textbook information. The same textbook will be used for Levels 1 and 2. Fee: \$139

ITEM 9173-B452 B. JOHNSON CCEC - Everett, 238
6 Mondays Oct. 13 - Nov. 17 6:30 - 8:30PM

Spanish Level 2 (1.2 CEUs)

This course is a continuation of Level 1. For those who already speak some Spanish, this class will provide you with additional useful conversational phrases and vocabulary to help make your visit to a Spanish-speaking country more enjoyable. In addition to studying routine phrases to use in restaurants, shops, and offices, you will explore the culture of the country you plan to visit. Required textbook is the same as Level 1. Prerequisites: Spanish Conversation and Culture Level 1 or instructor permission. Fee: \$139

ITEM 9173-B452 B. JOHNSON CCEC - Everett, 238
6 Mondays Oct. 15 - Nov. 19 6:30 - 8:30PM

Command Spanish*

Everyday Spanish Level 1 (1.2 CEUs)

¿Hablás español? Now you're talking! The unique Command Spanish* method of learning practical conversational Spanish will have you saying and comprehending everyday Spanish expressions in no time! With an emphasis on repeating key phrases rather than memorizing rules of grammar, this fun-filled course will allow you to use common phrases of greeting, introduction, and complimenting others; practice giving directions, asking for clarification, making small talk, and much more. You'll also explore many interesting aspects of the Latino culture including the Hispanic family structure, Hispanic surname system, gestures, and body language. Textbook and CDs included in the fee (\$34 value). No prior knowledge of Spanish necessary. Fee: \$169

ITEM 9170-B452 V. MARTIN EvCC - Main, GWH, 266
6 Thursdays Oct. 4 - Nov. 8 10:00AM - 12:00PM

HOW TO REGISTER

Classes fill up quickly. Register now to secure your spot. Registration confirmations will be emailed within 48 hours of your request. If you do not receive confirmation three days prior to your workshop, please call us at 425-267-0150.



ONLINE: www.EverettCC.edu/CCEC (Visa/MasterCard/Discover) 24/7



PHONE: 425.267.0150 (Visa/MasterCard/Discover) Monday-Thursday 7am-6:30pm, Friday 7am-5pm and Saturday 7:30am-4pm. Please be prepared to give all information included on the mail-in form below.



FAX: 425.259.8299 (Visa/MasterCard/Discover or company purchase order only.) Complete the mail-in registration form below. Transmit form and payment.



MAIL: Complete the mail-in registration form below. Include payment for the exact amount of tuition. See mailing address instructions below.



IN PERSON: Register at least one week in advance of class start date. You may register at the Corporate & Continuing Education Center located at 2333 Seaway Blvd., Everett, WA 98203 Monday - Thursday 7am - 6:30pm, Friday 7am - 5pm and Saturday 7:30am - 4pm.

LEGEND

Item #	Date	Day	Time	Location
9864-8234	May 7 - Jun. 11	6 Tuesdays	4:00-8:00PM	CCEC-Everett - Rm 123



CORPORATE & CONTINUING EDUCATION CENTER REGISTRATION FORM

USE ONLY FOR CLASSES OFFERED THROUGH CORPORATE & CONTINUING EDUCATION CENTER.

Registration for:

**FALL
2014**

Name: _____

E-mail Address: _____

Mailing Address _____

City _____ State _____ Zip _____ Phone Number _____

Birthdate: Month _____ Day _____ Year _____ ☐ Female ☐ Male

Student ID# _____ SS# _____

☐ Please check this box if you decide not to provide your Social Security Number. For information regarding why EvCC is asking for your SS# visit <http://tinyurl.com/EvCCSSN> or call 425-267-0150.

Item Number	Quarter Code	Course Title

Student Signature _____ Date: _____

METHOD OF PAYMENT: ☐ Check or money order

Credit Card payment: ☐ Visa ☐ MasterCard ☐ Discover

Card number: _____

*V-code: _____

Name on card: _____

Exp. date: _____

Signature: _____

* The V-code is the 3 digit number located on the back of your credit card and is required to process your request.

REGISTRATION CONFIRMATION If you register at the Parks Student Union Building on the main EvCC campus call the Corporate & Continuing Education Center office to receive your Registration Confirmation and any additional information you may need prior to the class start date. Registration confirmations are not guaranteed to arrive via mail. If you do not receive confirmation three days prior to your workshop, please call us at 425-267-0150.

A		G		Q	
Accounting.....	8	Graphics & Publishing.....	21	Queries.....	18
Agile.....	18			Quickbooks.....	8
Access 2010.....	18	H		R	
American Sign Language.....	26	Health & Fitness.....	23	Recruitment & Retention.....	10
ASQ's Green Belt Certification Exam.....	13	High Performance Management.....	11	Retirement Planning.....	25
Aura's.....	26	Human Resources.....	9	Root Cause Analysis.....	13
Aviation Ground School.....		I		S	
Private Pilot.....	5	Information Session.....	6, 9, 11, 12, 14, 20, 21	Safety & Security.....	10
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D		OneNote.....	19	Voice Overs.....	26
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E		Personal Trainer.....	23	Welcome to Computers.....	18
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Estimation.....	16	Professional Development.....	10		
Everett Choral.....	24	Programming.....	20, 21		
Excel 2010.....	18	Project Management.....	14, 15, 16		
F		Protecting Inventions.....	25		
Finance.....	8, 25				
Flagging & Traffic Control.....	23				
French.....	26, 27				

SATISFACTION GUARANTEED

If you are not completely satisfied with one of our workshops or were not able to attend due to an emergent situation, you may repeat it (one time, tuition-free, for up to one year, as long as there is space available and the course is still offered). Valid picture identification required. Call Corporate & Continuing Education Center at 425-267-0150 for information. (Online and credit-bearing courses are excluded from this policy.)

OUR REFUND POLICY

Cancellations or changes to your schedule need to be made at least 4 business days prior to first class session to receive a refund. Classes not meeting minimum enrollment will be canceled and refunded 100%. Allow 30 days to process refunds. Any exceptions to this policy are listed in the applicable course descriptions. See also "Satisfaction Guaranteed" policy above.

CANCELLATIONS

Classes not meeting minimum enrollment will be canceled. The College will attempt to notify students 3 days prior to the class start date if a class is being canceled.

ACCREDITATION

Everett Community College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

CEUs AND CLOCK HOURS

The Everett Community College Corporate & Continuing Education Center is approved by the Office of the Superintendent of Public Instruction (OSPI) to offer academic clock hours and complies with the Continuing Education Program Approval Standards. Additionally, Continuing Education Units (CEUs) are also available.

Everett Community College Campus and Off-site Location Maps



Directions to CCEC - Everett

From I-5 Northbound: Take exit 189 (Mukilteo/Whidbey Island). Once in the exit lane stay to the left and go up and over I-5 onto Hwy 526 West. Proceed to the Seaway Blvd. exit. Take Seaway exit (which only heads North). Proceed approx. one mile. CCEC is on the right-hand side of Seaway Blvd.

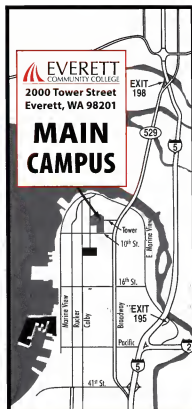
From I-5 Southbound: Take exit 189 (Mukilteo/Whidbey Island) and proceed to the Seaway Blvd. exit. Take Seaway exit (which only heads North). Proceed approx. one mile. CCEC is on the right-hand side of Seaway Blvd.

Directions to Main Campus

From I-5 Northbound: Take Exit 195 and turn left onto E. Marine View Drive. Go one-half mile to 16th Street and turn left. Follow 16th Street to Broadway, turn right onto Broadway and continue to Tower Street and turn left. Follow Tower Street two blocks and turn left to the main college entrance and campus parking on your right.

From I-5 Southbound: Take Exit 198 and follow the highway south into Everett to Tower Street and turn right. Follow Tower Street two blocks and turn left to the main college entrance and campus parking to your right.

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, genetic information or status as a disabled or Vietnam era veteran in its program and activities, or employment. The Vice President of Instruction and Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9216. The Vice President of Administrative Services/Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232.



Off Campus


- CEEC-Everett Corporate & Continuing Education Center
- Offsite Off-site Campus
- PFC Aviation Maintenance Technology School at Paine Field
- Aviation Complex
- CEEC-Monroe Monroe East County Campus
- Bothell Cascadia Community College

DATED MATERIAL

EVERETT COMMUNITY COLLEGE

Small Business Accelerator

Expect
Excellence



Accelerate your company's growth & profit with the proven Small Business Accelerator.

Been in business for 5 years?

Have 5 or more employees?

*The Small Business Accelerator
Program has helped others like you.*

*"We have more than doubled our
profits since enrolling." — Guy Cochran,
President & CEO, DVeStore, Inc.*

*Visit EverettCC.edu/Accelerator
for more success stories.*

**Call 425-267-0150 to attend an information
session on September 4. Space is limited!**